

TLS 791A: Preceptorship in University Teaching **[Updated: 10/10/18]**

Catalog Description

Specialized work on an individual basis that involves serving as a teaching intern for a university course with a faculty mentor to examine the different facets of university teaching.

Expanded Course Description and Course Objectives

The purpose of this preceptorship is to provide an opportunity for a graduate student to work closely with a faculty mentor to explore the instructional strategies necessary to teach effectively at the college/university level. The student will plan the preceptorship with the faculty mentor around a specific course that the faculty mentor is teaching. Each instructor and student will negotiate their own process and procedures for the preceptorship. The process may involve the student meeting with the faculty mentor before the course begins to plan the syllabus, meeting weekly to plan and reflect on class sessions, attending class sessions, and meeting after the semester to reflect on the course, as well as responding to student work and providing leadership in class sessions as appropriate. Students are encouraged to create a record of the class, such as a reflective journal on planning meetings and class sessions and a course notebook or digital archive of plans, handouts, readings, etc.

Course Outline and Requirements

1. *Prior to the semester* – Meet with the instructor to complete the preceptorship agreement.
2. *During the semester* – Attend all class sessions and meet regularly with the instructor to plan and reflect on class sessions as well as to arrange for taking leadership in class sessions as appropriate. Preceptors may complete a weekly teaching journal to reflect on class sessions and meetings with instructor. Preceptors can compile course artifacts in a course notebook or digital archive, including the syllabus, handouts, teaching plans, journal entries, readings, instructional strategies, etc.
3. *End of the semester* – Submit final product (if appropriate) and engage in final reflections with course instructor about the preceptor course.

Number of Credits (1-3)

This course can be taken for 1, 2, or 3 credits. The decision about the number of credits is up to the faculty supervisor and the graduate student and must be decided before the preceptorship begins. Each credit requires a minimum of 45 hours of coursework.

For example:

- If a preceptor attends weekly class sessions, but does not participate in any out of class meetings or planning, this could be a 1 credit preceptorship
- If a preceptor attends each class session, and participates in 3 hours of weekly planning and reflection sessions, this could be a 2 credit preceptorship.
- If a preceptor attends each class session, participates in 3 hours of weekly planning and reflection sessions, and also participates in an additional 3 hours of weekly course activities such as evaluation, preparing new materials, or preparing a final paper/project, this could be a 3 credit preceptorship.

Grading Policy:

Grades are decided according to standard professional practices agreed upon by the participating parties. The mentor will seek input from the student as a self-evaluation in allocating a final grade. The grades are **S** (superior), **P** (passing), **F** (failure), **I** (incomplete),

W (withdraw). The final grade will be based on regular attendance at class sessions and in meetings with the faculty mentor as well as the completion of any agreed upon preceptor activities such as reflective journals, a course notebook or digital archive, or final product.

Final Product/Project

In prior versions of the preceptor course, a final reflective paper was required. This paper focused on major insights about university teaching gained from the preceptorship.

Alternatively, preceptors completed an action research project related to the preceptor course. In some instances, a final reflective paper or action research project may be appropriate. If so, the course credit hours should include this additional work. In other words, a one credit preceptorship is probably too few credits to warrant this kind of project. The decision about a final paper is up to the faculty supervisor and preceptor.

Even if a final paper is not required, there should be some final reflective experience which could be a conversation between the faculty member and the preceptor.

Other responsibilities:

Grading: Since assessment is an important component of effective teaching, some experience with grading and providing student feedback may benefit students completing a preceptorship. On the other hand, the preceptor is not a teaching assistant and should not be asked to complete the same kinds of grading tasks that a paid course grader might complete. If a preceptor participates in grading, the purpose should be to expose the preceptor to a range of different student responses, and to provide opportunities for the preceptor to consider how to assess and provide feedback on student work.

If the preceptor is going to participate in any way in grading student work, or viewing grades the preceptor **MUST** complete the UA FERPA training. The faculty member leading the preceptorship should ensure that this training has been completed prior to viewing and/or assigning student grades. <https://grad.arizona.edu/funding/ga/mandatory-online-training>
[See section 3.1 FERPA Training]

Teaching: Depending upon the circumstances, it may be appropriate for a preceptor to co-teach a lesson or take full responsibility for a portion of a lesson. However, the faculty supervisor should be present during these teaching moments in order to provide feedback and support.

Preceptorship Agreement

Date _____

Name of Student _____

Name of Instructor _____

Course that the preceptorship will focus on _____

Number of Credits (1-3): _____

Estimated hours per week the preceptor will spend on the preceptorship _____

Preceptorship goals/objectives:

Preceptorship responsibilities and involvement:

Plans for evaluation of the preceptorship:

Signatures:

Instructor: _____

Student: _____

Email this form to the Graduate Coordinator when complete.