

Teaching Practicum Agreement for Doctoral Degree Program Students

Student first name _____ Student last name _____

Course to be taught (catalog number/title): _____

Term: Fall Spring Summer Year: _____

Course instructor first name _____ Course instructor last name _____

Students are strongly encouraged to attend the University for Teaching and Learning (UCTL) New TA Orientation and review the TA Handbook before class begins.

- ◆ **UCTL New TA Orientation** ([click to view](#)) Date completed (mm-dd-yyyy): _____
- ◆ **TA Handbook** ([click to view](#)) Date reviewed (mm-dd-yyyy): _____

Practicum Responsibilities (for each task, describe the student’s expected workload)

Lecture, teaching*	
Lead discussion, review session*	
Create exam questions	
Grade exams, homework	
Maintain Blackboard	
Hold office hours, extra help	
Other (specify):	

*All TAs are expected to spend a minimum of 30 minutes in front of the class.

We have discussed the above plan and agree on the workload. We will forward this form to the Epidemiology Student Services Manager and Program Administrator by the first day of class.

Student signature _____ Date (mm-dd-yyyy) _____

Course instructor signature _____ Date (mm-dd-yyyy) _____

Please forward completed form for departmental retention to Lori S. Smith, Epidemiology Student Affairs Manager and Program Administrator (smithl@pitt.edu).