

College Teaching Responsibility Form

(The following assignment is negotiable at the start of each semester and considered a working document during the semester)

Student Name:

Faculty Supervisor:

Teaching Assistant (Professional Development) () College Teaching Internship (SPED 7340 - 1, 2, or 3 credits) () Additional Compensation ()

Course:

Day(s):

Time:

ACTIVITY	Yes	EXPLANATION	Frequency	Time Estimate
<i>In-class Responsibilities</i>				
Attend class				
Present lecture				
<i>Evaluate Performance</i>				
Grade Assignments				
Grade Quizzes				
Grade Exams				
Database entry				
Supervise field projects				
<i>Develop Curricula Materials</i>				
Prepare syllabus				
Lecture notes				
Overheads/Power point slides				
Study guides				
Develop/copy handouts				
Library reserve materials/media				
Electronic documents				
Course evaluation materials				
<i>Communications</i>				
Arrange speakers/mtgs./field sites				
<i>Office hours</i>				
Email/E-discussions/phone work				
Meet with faculty				
<i>Research</i>				
Research course documents				
Summarize content				
Other:				

Signatures:

Professor _____ Student _____

Estimated hours per week: