**Students registering for ABE6940 Supervised teaching must work with the course instructor to determine the responsibilities and hours for each task assigned. See the example below before completing the form that follows.**

**ABE 6933: Grant Writing**

Class: Undergrad/Grad

Semester taught: Fall

Typical class enrollment: 5 Undergrad/15 Grad

Required course: NO

Instructor: McLamore

**Summary**

The course is intended to provide incoming graduate students in the Agricultural and Biological Engineering Department a broad introduction to opportunities for obtaining scholarships, fellowships, internships, and teaching/research assistantships from federal funding agencies. The course will introduce the students to funding sources and opportunities, provide guidelines for proposal writing, and require students to prepare a mock proposal which will be reviewed by the instructor.

**Sample**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of activity** | **Description of activity** | **Semester of**  **activity** | **Hours per**  **semester** |
| PRE | Formulate Research Question | Summer/Fall | 10 |
| PRE | Contact funding agencies | Summer/Fall | 10 |
| PRE | Draft proposal | Summer/Fall | 30 |
| PRE | Submit proposal | Summer/Fall | 5 |
| PRE | Distribute proposal and manage team formation | Fall | 10 |
| ACT | Mentor teams and hold office hours | Spring | 10 |
| ACT | Hold office hours | Spring | 20 |
| ACT | Lecture (10 classes) | Spring | 20 |
| ACT | Assistance with design testing/analysis | Spring | 20 |
| ACT | Grade assignments | Spring | 20 |
| POST | Assess learning objectives | Summer | 10 |
| POST | Draft final report on teaching goals | Summer | 30 |

Pre=Pre-semester course planning

Act=Active semester

Post=Post-semester course assessment

*Notes:*

* 1 hour of ABE6940 course credit = approx. 30 hours of work
* For working on activities in the PRE category, it is preferred (but not required) that the student has successfully completed ABE 6933: Grant Writing.

Signature of student

Signature of instructor

**Supervised Teaching Contract**

**Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course name/number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Class: \_\_\_\_Undergrad \_\_\_\_Grad

Semester taught: \_\_\_\_Fall \_\_\_\_Spring \_\_\_\_\_Summer Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typical class enrollment:

Required course: \_\_\_YES \_\_\_NO

Instructor:

**Course Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of activity**  **(Pre, Act, Post)** | **Description of activity** | **Semester of**  **activity** | **Hours per**  **semester** |
|  | Formulate Research Question |  |  |
|  | Prepare laboratory manuals |  |  |
|  | Update lecture notes |  |  |
|  | Draft proposal |  |  |
|  | Submit proposal |  |  |
|  | Manage team formation |  |  |
|  | Hold office hours |  |  |
|  | Prepare HW and quizzes |  |  |
|  | Develop online learning module |  |  |
|  | Lecture |  |  |
|  | Assistance with design testing/analysis |  |  |
|  | Grade assignments |  |  |
|  | Assess learning objectives |  |  |
|  | Draft final report on teaching goals |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Pre=Pre-semester course planning

Act=Active semester

Post=Post-semester course assessment

*Notes:*

* 1 hour of ABE6940 course credit = approx. 30 hours of work/semester

Signature of student

Signature of instructor