

**Request for NEW Teaching Experience (TE)
at AMNH or a Partner Institution**

CBPPC approval required

The experience of teaching is an integral part of graduate training, especially in preparation for a career including academic service and teaching. A particular strength of the AMNH graduate program is the opportunity for a student to participate in AMNH pre-college, teacher training, life-long learning, and public outreach programs with the goal of enhancing the public understanding of science.

After the first year, and ideally before the fourth, each student must complete two mentored Teaching Experiences. Each is worth 3 credits. On average, each graduate teacher time commitment runs between 60 and 100 hours (100 hours should be the maximum).

At least one of the two mentored Teaching Experiences must be in a traditional university-level classroom setting; this is known as a formal Teaching Experience. The formal Teaching Experience can be done only at RGGS or at a partner institution. Before acting as a graduate teacher for a formal Teaching Experience, students are required to attend an RGGS-approved teaching workshop, such as the RGGS Scientific Teaching Workshop, or a similar workshop offered at a partner university.

The second Teaching Experience can be another formal experience, or it can be done outside the traditional university classroom setting. Examples of informal Teaching Experiences include working in the AMNH Education Department in one of its many K-12 programs, serving as the graduate teacher for the AMNH Museum Seminars, graduate teaching for one of the summer REU courses, graduate teaching in the summer science camp at Black Rock Forest, and working with AMNH curators and educators in planning an exhibition. For previously approved RGGS “informal” mentored Teaching Experiences, students are not required to complete this form.

General Teaching Experience Assignment Information: Students will receive appropriate assignments, with varying levels of workload, responsibility and independence, in relation to their interests, experience and abilities, as well as the requirements of the course or educational program. Each Fall and Spring term, the Director of Administration sends out a list of options for students for the following term(s). Students may also bring requests for assignment to formal courses or existing Museum-based Education Teaching Experience opportunities, or to undertake some other Teaching Experience, to the Director of Administration. Students will have time to express their preferences before they are assigned. The Director of Administration will make the assignments in consultation with the Dean.

New Partner Institution Teaching Experiences: Students wishing to request an assignment to a Teaching Experience at a partner institution that is not already listed in the teaching opportunities email sent by the Director of Administration, must complete and submit this request form to the

Director of Administration by July 1st (for the fall term) or December 1st (for the spring term). In extenuating circumstances, a request may be considered with a shorter turn-around time, but there is no assurance that the request will be reviewed in time to permit proceeding with the Teaching Experience within the same semester. Students should consult with the RGGS Director of Administration should they encounter any difficulty meeting the above due dates. A Teaching Experience at a partner institution or other external institution cannot fulfill an RGGS teaching requirement until this form has been approved, and then the external institution/faculty member has approved your participation as a graduate teacher. Note for new partner institution course Teaching Experience request: after the request is approved by RGGS, it is the student's responsibility to also submit proof of approval from the external institution/faculty member (this can be an email from the professor or department).

Prior to submitting this form for review, students considering any formal or informal mentored Teaching Experience should discuss the concept in advance with the Director of Administration and/or the Dean, to receive guidance on its potential suitability.

Your request will be considered by the CBPPC; you may be asked to provide additional information. The Director of Administration will inform you about the approval for this request.

**Request for NEW Teaching Experience (TE)
at AMNH or a Partner Institution**

Student Name:

Date submitted

**Institution where this
TE will be completed:**

Instructor/Mentor:

**Course or Program
Name (and Number
and Title, if applicable):**

**Year of
Course/Program:**

**Term of
Course/Program:**

The course or program need not be limited to one term; please specify as appropriate.

Please provide a Course Description/Description of this teaching experience, and the syllabus and URL/web link, as applicable.

Please provide a brief statement about what your general responsibilities for the course will be; specific teaching and pedagogical skills you are expected to learn and implement; what kind of advising and mentoring you may provide to students; learning materials will you develop and utilize; what kinds of assignments, exams or projects will you create/lead/guide, etc.:

Please outline what your time commitment for the course will be (in hours per activity):

Any other comments:

RGGS Administrative Approval:

Director of Administration

Date

For RGGS Administration Use Only

Informal Teaching Experience

RGGS Confirmation of Instructor/Mentor Approval Requested

(Date: _____)

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RGGS Confirmation of Instructor/Mentor Approval Received

(Date: _____)

CBPPC REVIEW AND APPROVAL COMPLETE

(Date: _____)