

## INLS 886, Graduate Teaching Practicum

Conceived as the first in the teaching series (typically followed by INLS 888 and INLS 889), a doctoral student will shadow a professor to learn about the “back end” of the classroom. Each student will apprentice with a faculty member currently teaching an undergraduate- or graduate-level class (ideally, a class that the doctoral student would reasonably expect to teach as faculty).

Apprentice teachers will not have direct responsibility for the class; rather, they will observe the various elements of teaching and, depending on the number of credit hours, be given the opportunity to practice and hone some of their teaching skills.

Students are encouraged to develop apprenticeship contracts that meet their needs, or they may choose from several general contracts.

Credit Hours	Approx. Student Time Commitment (hours/week)*	Student Time Commitment per Semester*
1 credit hour	3-4 hours	45-60 hours
2 credit hours	6-8 hours	90-120 hours
3 credit hours	9-12 hours	135-180 hours

\*Time commitments include time spent attending class

General Activities/Deliverables	
<i>* Deliverables will vary based on credit hours and individual faculty-student contracts</i>	
	Activities and Deliverables
<b>Attendance</b>	Weekly class(es) Meeting with faculty
<b>Teaching</b>	Writing/presenting lecture(s) and/or lesson plan(s) Leading/facilitating in-class discussion or exercise Leading/facilitating online discussion
<b>Grading/Evaluation</b>	Drafting assignment(s) or ungraded exercises Grading quizzes, exams, papers, and/or assignments
<b>Concepts of Teaching</b>	Selected readings in LIS pedagogical issues Final deliverable, e.g., reflection paper, journal, annotated bibliography

### Sample student contracts

The following contracts provide some examples of the ways in which a student can shape the practicum to fit his or her needs. They are meant to be suggestive and should not limit the range of activities that might be included in a particular practicum.

Sample Student Contract 1: Leading a class (1 credit)

Sample Student Contract 2: Developing assignments (1 credit)

Sample Student Contract 3: Introduction to teaching (2 credits)  
Sample Student Contract 4: Class leadership and grading (2 credits)  
Sample Student Contract 5: Class leadership (online and F2F) and grading (3 credits)  
Sample Student Contract 6: Focus on lecturing (3 credits)  
Sample Student Contract 7: Focus on grading (3 credits)

### **Sample faculty contracts**

The following contract examples outline the faculty member's obligations to the apprentice student. The faculty's role, generally speaking, is to provide guidance and opportunities for the student to learn about teaching. While the student is assisting with the faculty members' teaching responsibilities, the faculty member should keep in mind that the goal of the practicum is for the student to be learning about the process of teaching; the student is NOT an employee of the faculty member.

Sample Faculty Contract 1 (corresponds to Sample Student contract 2)  
Sample Faculty Contract 2 (corresponds to Sample Student Contract 7)

### Sample Student Contract 1: Leading a class

Number of Credit Hours: 1

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	One class period per week	15	1.25 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a mini lecture (20 min)	1	3-5 hours
	Lead discussion <b>DELIVERABLE:</b> prepare lesson plan for a discussion-based class	1	3-5 hours
<b>Teaching Concepts</b>	Read/discuss 1 article for bi-weekly faculty meetings	8	1.5 hours
	<b>FINAL DELIVERABLE:</b> 5-7 page reflection paper	1	10 hours
<b>TOTAL TIME</b>			57 hours

### Sample Student Contract 2: Developing assignments

Number of Credit Hours: 1

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	One class period per week for half of the semester	15	1.25 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a mini lecture (20 min)	1	3-5 hours
<b>Grading/Evaluation</b>	Assist in the crafting of an assignment or exam <b>DELIVERABLE:</b> write draft exam questions or paper assignment	1	1-2 hours
<b>Teaching Concepts</b>	Read/discuss 1 article for bi-weekly faculty meetings	8	1.5 hours
	<b>FINAL DELIVERABLE:</b> Annotated bibliography on teaching a particular topic (e.g., Organization of Information)	1	10 hours
<b>TOTAL TIME</b>			55 hours

### Sample Student Contract 3: Introduction to teaching

Number of Credit Hours: 2

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	One class period per week	15	1.25 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a mini lecture (20 min)	2	3-5 hours
	Lead discussion <b>DELIVERABLE:</b> prepare lesson plan for a discussion-based class	2	3-5 hours
<b>Grading/Evaluation</b>	Assist with grading on an exam or paper <b>DELIVERABLE:</b> grade 10 exams/assignments	1	4-6 hours
<b>Teaching Concepts</b>	Read/discuss 1-2 articles for bi-weekly faculty meetings	8	2-3 hours
	<b>DELIVERABLE:</b> Weekly reflection journal, blog post or wiki post	15	1 hour
	<b>FINAL DELIVERABLE:</b> 5-7 page reflection paper, based on weekly entries	1	8 hours
<b>TOTAL TIME</b>			91 hours

## Sample Student Contract 4: Class leadership and grading

Number of Credit Hours: 2

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	One class period per week	15	1.25 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a lecture or portion of a lecture	3	5-8 hours
	Lead discussion <b>DELIVERABLE:</b> prepare lesson plan for a discussion-based class	3	3-5 hours
<b>Grading/Evaluation</b>	Assist in creating an assignment and grading rubric <b>DELIVERABLE:</b> write an assignment and corresponding grading rubric that could be used in the classroom	1	4-6 hours
	Assist with grading on an exam or paper <b>DELIVERABLE:</b> grade 10 exams/assignments	1	4-6 hours
<b>Teaching Concepts</b>	Read/discuss 1 article for bi-weekly faculty meetings	8	1.5 hours
	<b>FINAL DELIVERABLE:</b> annotated bibliography based on a current pedagogical topic in LIS	1	10 hours
<b>TOTAL TIME</b>			92 hours

## Sample Student Contract 5: Class leadership (online and F2F) and grading

Number of Credits: 3

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	All weekly classes	15	2.5 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a lecture	3	5-8 hours
	Lead discussion <b>DELIVERABLE:</b> prepare lesson plan for a discussion-based class	3	3-5 hours
	Lead an online class or discussion <b>DELIVERABLE:</b> deliver content, read & respond to student posts	2	12-16 hours
<b>Grading/Evaluation</b>	Assist with grading on an exam or paper <b>DELIVERABLE:</b> grade 10 exams/assignments	2	4-6 hours
<b>Teaching Concepts</b>	Read/discuss 1-2 articles for bi-weekly faculty meetings	8	2-3 hours
	<b>DELIVERABLE:</b> Weekly reflection journal, blog post or wiki post	15	1 hour
	<b>FINAL DELIVERABLE:</b> 5-7 page reflection paper, based on weekly entries	1	8 hours
<b>TOTAL TIME</b>			160 hours

## Sample Student Contract 6: Focus on lecturing

Number of Credits: 3

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	All weekly classes	15	2.5 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a lecture	5	5-8 hours
	Lead discussion <b>DELIVERABLE:</b> prepare lesson plan for a discussion-based class	2	3-5 hours
<b>Grading/Evaluation</b>	Assist in creating an assignment and grading rubric <b>DELIVERABLE:</b> write an assignment and corresponding grading rubric that could be used in the classroom	2	2-3 hours
<b>Teaching Concepts</b>	Read/discuss 1-2 articles for bi-weekly faculty meetings	8	2-3 hours
	<b>DELIVERABLE:</b> Weekly reflection journal, blog post or wiki post	15	1 hour
	<b>FINAL DELIVERABLE:</b> annotated bibliography on a pedagogical or practical theme	1	10 hours
<b>TOTAL TIME</b>			139 hours

## Sample Student Contract 7: Focus on grading

Number of Credits: 3

	Activities and Deliverables	Approx. Instances per Semester	Est. Time
<b>Attendance</b>	All weekly classes	15	2.5 hours
	Bi-weekly meeting with faculty	8	1 hour
<b>Teaching</b>	Lead class <b>DELIVERABLE:</b> write and present a lecture	2	5-8 hours
	Lead discussion <b>DELIVERABLE:</b> prepare lesson plan for a discussion-based class	2	3-5 hours
<b>Grading/Evaluation</b>	Assist in creating an assignment and grading rubric <b>DELIVERABLE:</b> write an assignment and corresponding grading rubric that could be used in the classroom	4	2-3 hours
	Assist with grading on exams and/or other assignments <b>DELIVERABLE:</b> grade 15 exams/assignments (approx. half the class)	5	6-8 hours
<b>Teaching Concepts</b>	Read/discuss 1-2 articles for bi-weekly faculty meetings	8	2-3 hours
	<b>DELIVERABLE:</b> Weekly reflection journal, blog post or wiki post	15	1 hour
	<b>FINAL DELIVERABLE:</b> annotated bibliography on a pedagogical or practical theme	1	10 hours
<b>TOTAL TIME</b>			157 hours



## Sample Faculty Contract 1 (corresponds to Sample Student Contract 2)

(1 credit)

	<b>Faculty Responsibilities and Obligations</b>	<b>Estimated time</b>
<b>Meetings</b>	Meet with student on an agreed-upon regular schedule (e.g. biweekly meetings)	8 hours
<b>Observational and Teaching Opportunities</b>	Allow student the opportunity to lecture, lead in-class and online discussions per the student's contract <i>N.B. Faculty will be present for all such sessions. The student shall not serve as a stand-in should the faculty member have to miss class.</i>	
	Provide the student with an opportunity to develop an assignment or exam	
<b>Teaching Concepts</b>	Locate appropriate reading(s) to discuss in weekly meetings (when applicable)	4 hours
<b>Feedback and Evaluation</b>	Provide timely feedback on each of the deliverables: 1 mini-lecture, draft exam questions or assignment, annotated bibliography	4 hours
	Assign grade based on the deliverables	
<b>TOTAL TIME</b>		16 hours

## Sample Faculty Contract 2 (corresponds to Sample Student Contract 7)

(3 credits)

	<b>Faculty Responsibilities and Obligations</b>	<b>Estimated time</b>
<b>Meetings</b>	Meet with student on an agreed-upon regular schedule (e.g. biweekly meetings)	8 hours
<b>Observational and Teaching Opportunities</b>	Allow student the opportunity to lecture, lead in-class and online discussions per the student's contract <i>N.B. Faculty will be present for all such sessions. The student shall not serve as a stand-in should the faculty member have to miss class.</i>	
<b>Grading/Evaluation</b>	Provide the student with an opportunity to develop assignments or exams	
	Allow the student to grade 15 exams or assignments (approx. half the class) <i>Students will not have primary responsibility for grading. The purpose of this grading exercise is for the student to gain exposure to the process, including development and application of grading rubrics. Faculty member must supervise and check all student grading.</i>	
	Review and discuss the grades and comments with the student.	3 hours
<b>Teaching Concepts</b>	Locate appropriate reading(s) to discuss in weekly meetings (when applicable)	4 hours
<b>Feedback and Evaluation</b>	Provide timely feedback on each of the deliverables: lectures, draft exam questions or assignment, grading, weekly reflections, annotated bibliography	4 hours
	Assign grade based on the deliverables	
<b>TOTAL TIME</b>		19 hours