

Practicum in Teaching

GUIDELINES - UNDERGRADUATE PRACTICUM IN COLLEGE TEACHING

1. The student must be matriculated in the SOM and have senior standing. The student should have attained a minimum grade of A- in the School of Management course to be taught.
2. The student must have successfully completed the freshmen, sophomore, or junior level course to be covered by the practicum. In addition, the instructor and/or the Director of Undergraduate Programs may require further coursework to ensure that the student is prepared for the practicum.
3. Any undergraduate student who wishes to serve as a UTA (undergraduate teaching assistant) must register for MGMT 491 or ACCT 491. The professor and student will complete a written contract indicating how the undergraduate student will be used as a UTA in the course in question.
4. The contract, signed by both the faculty member and the student, will be submitted to the Undergraduate Advising Office in SOM for approval by the Director of Accounting and Undergraduate Management Programs and the Advising Office.
5. Primary duties and responsibilities should be to lead workshop, lab and/or problem review sessions. Other duties may include the following as required by the faculty member:
 - Attending scheduled lectures of the faculty member
 - Maintaining regularly scheduled office hours
 - Proctoring/monitoring exams along with the faculty member
 - Assisting in grading
6. Undergraduate UTA's may evaluate exams and papers, but the faculty member must read each and every exam and paper and determine the final grade. Under no circumstances should the UTA assign grades.
7. Teaching assistants should expect to spend approximately 3 hours per week for each credit of practicum.
8. Practicums are grades pass/fail and are for a maximum of 4 credit hours. A total of eight credit hours of practicum, internship, or independent study are permitted toward undergraduate degree requirements and may be used as management or free electives only. **There is a limit of one Practicum used towards degree requirements.**
9. The student is expected to follow the contract as prepared with the faculty member and the final grade (P/F) will depend upon the faculty member's evaluation of the successful completion of all the contract requirements. The faculty member should solicit comments from students in the class on the UTA's performance for use in the faculty member's final evaluation of the UTA.