

Requirements for TA Internship Papers

Each TA will be expected to write a 6-page paper (typed, double spaced 14 pt. font or smaller) and answer the following questions:

1. What class did you cover and who was the instructor?
2. Outline the course requirements for the students. Tests, quizzes, papers. Describe in detail your duties during the semester? Did you attend the lectures or lead discussions? How often?
3. During the semester the instructor covered some major themes. Describe several of themes in considerable detail.
4. What do you think you learned about the material and the capability of the students to grasp the material?
5. What did you learn about teaching this course? What worked and what was less effective?
6. Overall, was this a rewarding educational experience? How might it be improved?

Please make a copy of your reports before submitting. The Department office is expected to be open from 8-5 during the semester. If necessary, after hours you can leave papers in the Pink Cadillac with the Internship Assistant's (Terran Odell) name on them. **Grading:** If your report and evaluations are comprehensive, responsive and submitted and if you fulfilled your internship hours and your supervisor's evaluation is satisfactory, you will be assigned a grade of Credit. If the internship is partially completed by the end of the semester and the first report has been submitted, you will receive an "I" or "Incomplete" which will be changed to a Credit upon successful completion of the internship requirements. If the internship is not satisfactorily completed, then No Credit will be reported. (Credit/No Credit does not affect your grade point average, only your units earned.)

Days/Hours: Many internships permit days and hours to be adjusted to the student's schedule, but a few require specific days and hours. Make sure you understand what days and hours are expected. Brief absences because of illness can be made-up by arrangement with your agency supervisor, but if there is an extended period of absence call the faculty supervisor as well, so that adjustments may be made to maintain your credit agreement. Always notify your supervisor if you are going to be late or absent.

Address Changes: Since we may have to contact you by mail during the semester, we must have your current address in our file. If you change your address during the semester, please contact us.

Problems: We work on the assumption that your internship will proceed smoothly throughout the session with no problems. But we know that won't always be the case. If

you encounter difficulty with the program you are in, try to work it out with your supervisor first. Most intern supervisors are as interested in providing a good experience for you as you are in having one; they will listen and try to work out problems, but they may not recognize there are problems unless you tell them. If you are uncomfortable talking directly with your supervisor, or you attempted to work out the situation but were unable to, contact the faculty supervisor as soon as possible to help you resolve problems. Don't just quit without informing anyone of the problem and allowing them to help you find a solution.