Course Director-Teaching Assistant Compact (CDTAC)

This form is submitted in Blackboard inside the course GS-GS-5100 Graduate Teaching Practicum

Student Information

Student Name:	BCM ID:
Student Email:	Program:
Mentor Name:	Year (1-7):
Mentor Email:	MD/PhD? ❑ Yes ❑ No

Course Information

Course Name:	Course Number:
Primary Course Director:	Term(s):
Course Director Email:	Academic Year:
Other Course Director(s) supervising student:	

Assignment Duration

Will the student assistant be assisting for the entire term(s)? ❑ Yes ❑ No

If no, please indicate the time frame the student will be assisting with the course: _____

Is the student expected to attend all class sessions? ❑ Yes ❑ No

Duties Information	Approx Hrs	Comments/Details
Tutoring Working on-on-one with students taking the course or providing office hours to work with walk-ins	❑ Per Week ❑ Total	
Conducting TA Sessions Including preparation of materials & presenting to students outside of standard class hours	❑ Per Week ❑ Total	
Laboratory Contact and Preparation Time Work with students in laboratory setting, complete necessary preparation and clean up	❑ Per Week ❑ Total	
Evaluation/Grading Indicate & discuss the expected evaluation guidelines as pertains to student assignments	❑ Per Week ❑ Total	
Introducing Material/Teaching Discuss any experience the student will be provided to teach original material to students, including prep	❑ Per Week ❑ Total	
Classroom Management/Proctoring Monitoring students in a classroom setting, such as proctoring exams or lab assignments	❑ Per Week ❑ Total	
Additional Duties Discuss all other duties expected of the TA	❑ Per Week ❑ Total	

The purpose of this form is to clarify the objectives and expectations between course directors and graduate teaching assistants with respect to delivery of the class and to ensure that the expected duties and time commitment are clearly agreed between all parties, including the graduate teaching assistant and their mentor/supervisor, course director(s), and the Graduate School of Biomedical Sciences (GSBS). A copy of this form is to be retained by the instructor and the graduate teaching assistant, and a copy submitted to the GSBS as part of the fulfillment of GS-GS-5100 Graduate Teaching practicum no later than the first Friday of the academic term.

We, the undersigned, agree with the above allocation of tasks and accept the responsibilities of the instructor and graduate teaching assistant. The student acknowledges the anticipated workload and time commitment involved; the mentor acknowledges that the time commitment involved in being a graduate teaching assistant will reduce the number of hours the student will be available to participate in research/lab activities, and the course director attests that the information above indicates a realistic expectation of the student's expected duties and time commitment for the course and any major deviation must be reported to all parties including the GSBS.

Student Signature: _____   _____
                          Signature   *Date*

Student's Mentor: _____   _____
                          Signature   *Date*

Student's Program Director: _____   _____
                          Signature   *Date*

Course Director: _____   _____
                          Signature   *Date*

GSBS Certification/Approval *after* Submission
The student is in good academic standing and therefore eligible to serve in a teaching assistant role: ☐ Yes   ☐ No   Graduate School Authorizing Signature: _____   Date: _____

Rev: 5/1/2024

CDTAC End-of-Term Addendum

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Student Follow-Up
The expectations for time & duties which were agreed at the start of the course were realistic and close to the actual experience throughout the term. ❑ Yes   ❑ No
Comments:

Student Name:	Student Signature:
Student Email:	Date:

Course Director Follow-Up
The expectations for time & duties which were agreed at the start of the course were realistic were fulfilled throughout the term. ❑ Yes   ❑ No
Comments:

Course Director Name:	Course Director Signature:
Course Director Email:	Date: