



# Course Director-Teaching Assistant Compact (CDTAC)

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

Student Information	
Student Name:	BCM ID:
Student Email:	Program:
Mentor Name:	Grad Year:
Mentor Email:	MD/PhD? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

Assignment Duration		
Will the teaching assistant be assisting for the entire term(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If no, please indicate the time frame the student will be assisting with the course: _____</i>		
Is the student expected to attend all class sessions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Duties Information	Approx Hrs	Comments/Details
<b>Tutoring</b> Working one-on-one with students taking the course or providing office hours to work with walk-ins	<input type="checkbox"/> Per Week <input type="checkbox"/> Total	
<b>Conducting TA Sessions</b> Including preparation of materials & presenting to students outside of standard class hours	<input type="checkbox"/> Per Week <input type="checkbox"/> Total	
<b>Evaluation/Grading</b> Indicate & discuss the expected evaluation guidelines as pertains to student assignments	<input type="checkbox"/> Per Week <input type="checkbox"/> Total	
<b>Introducing Material/Teaching</b> Discuss any experience the student will be provided to teach original material to students, including prep	<input type="checkbox"/> Per Week <input type="checkbox"/> Total	
<b>Classroom Management/Proctoring</b> Monitoring students in a classroom setting, such as proctoring exams or lab assignments	<input type="checkbox"/> Per Week <input type="checkbox"/> Total	
<b>Additional Duties</b> Discuss all other duties expected of the TA	<input type="checkbox"/> Per Week <input type="checkbox"/> 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 Date

**Student's Mentor:** \_\_\_\_\_  
Signature Date

**Student's Program Director:** \_\_\_\_\_  
Signature Date

**Course Director:** \_\_\_\_\_  
Signature Date

# CDTAC End-of-Term Addendum

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<b>Student Follow-Up</b>	
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. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Student Name:	Student Signature:
Student Email:	Date:

<b>Course Director Follow-Up</b>	
The expectations for time & duties, which were agreed at the start of the course, were realistic were fulfilled throughout the term. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Course Director Name:	Course Director Signature:
Course Director Email:	Date: