**ECONS 495**

**INSTRUCTIONAL PRACTICUM V 1-4**

**SCHOOL OF ECONOMIC SCIENCES**

**Requirements for all** students taking EconS 495 (teaching assistant):

1. Complete this form with your course instructor and return signed form to Rebecca (Hulbert 103K) by first day of the semester.

2. Register for EconS 495, selecting 3 credits and appropriate course instructor section. If that person is a graduate student, select Dr. Mark Gibson (EconS 495 section 11…) as instructor.

3. Complete required FERPA training (10 minutes) with Rebecca the first week of semester.

SEMESTER: Fall 🞏 Spring 🞏 Summer 🞏  YEAR \_\_\_\_\_\_\_\_\_\_\_

CREDITS ENROLLED (V 1-4) - SES requires 3 credits to meet the major requirement - **course has a 4 credit maximum. *Expected time commitment for 3 credits is 3-9 hours per week.***

**Student Information (*please print)*:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WSU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course to TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Standing: FR 🞏 SO 🞏 JR 🞏 SR 🞏

**Supervising Instructor Information *(please print):***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief checklist of duties for the instructional practicum. Please complete in consultation with supervisor**.

🞏 Hold office hours each week 🞏 Attend class lecture

🞏 Hold review sessions as requested 🞏 Assist in proctoring exams (with instructor)

🞏 Participate in labs and make-up labs 🞏 Assist in developing course content

🞏 Access to Blackboard 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 View only (Need specify)

 🞏 Ability to enable course spaces and merge course rosters

 🞏 Access to the gradebook \*

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Faculty instructors may request access to Blackboard with grading privileges for undergraduates. Be aware that grading privileges in Blackboard give undergraduates the ability to post grades in MyWSU as well, but undergraduate posting of grades in MyWSU is not appropriate. Without grading privileges, the student will still have access to BlackBoard but will not be able to view the grading roster. Graduate instructors must enter the course grades in MyWSU.

Intended Student Learning Outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervising Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Associate Director (only for graduate student instructors)