

Instructor Shadowing Program

The Instructor Shadowing Program was designed as a way to train those who may be interested in teaching ACAD 1100. Specifically, it is designed to assist those who do not have college level teaching experience. By participating in this program, potential instructors learn how to teach ACAD 1100 through observation, collaboration with a veteran faculty member, and in-class teaching opportunities under the guidance of their faculty mentor.

Eligibility:

- 1.) The potential instructor must have a Master's degree or be within one academic year of finishing a Master's program
- 2.) Potential instructor must be on monthly payroll
- 3.) Must have approval from your direct boss to participate in the program
- 4.) Must be willing to commit to attending eight classes throughout the semester

Criteria to serve as a Mentor:

- 1.) Must have served as an ACAD 1100 instructor for at least three years
- 2.) Must have scores above a 4.0 on the SETES
- 3.) Must be willing to meet with the potential instructor outside of the classroom (four meetings throughout the semester)

Commitment and Responsibilities:

- 1.) The potential instructor must attend eight class sessions during the fall semester.
- 2.) The potential instructor must meet with their mentor outside of class four times throughout the semester.
- 3.) The potential instructor must agree to team-teach the course. This responsibility includes:
 - a. Must spend three class periods observing the mentor, the classroom environment, and the purpose and meaning of ACAD 1100.
 - b. Must spend three class periods co-teaching with the faculty mentor
 - c. Must be willing to teach two class periods during the semester under the guidance of the faculty mentor

Instructor Shadowing Log

Due by the last day of finals

Observation:

Day 1_____ Class Session & Topic_____

Day 2_____ Class Session & Topic_____

Day 3_____ Class Session & Topic_____

Co-teaching the course:

Day 1_____ Class Session & Topic_____

Pedagogies Used_____

Day 2_____ Class Session & Topic_____

Pedagogies Used_____

Day 3_____ Class Session & Topic_____

Pedagogies Used_____

Teaching the class:

Day 1_____ Class Session & Topic_____

Pedagogies Used_____

Day 2_____ Class Session & Topic_____

Pedagogies Used _____

Outside of Class Meetings:

Day 1 _____ **Topics** _____

Day

2 _____ **Topics** _____

Day

3 _____ **Topics** _____

Day

4 _____ **Topicss** _____

By signing this I agree that I have fulfilled my responsibility as a faculty mentor and have provided the appropriate guidance to the potential instructor

Faculty Mentor

By signing this, I agree that I have fulfilled the requirements of the program including: observing three classes, co-teaching three classes, teaching two classes under the guidance of the faculty mentor, and have met four times outside of the class.

Potential Instructor

*Participation in the Instructor Shadowing Program does not guarantee that the potential instructor will receive a class the following semester. However, those who participate in the program will be given first consideration for a class based on the availability and demand for the course.