



FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

College of Law Registrar's Office | 201 Beggs Avenue | Orlando, Florida 32801

Email: RegistrarCOL@famu.edu

Fax: (407) 254-3221

Phone: 407-254-3279/3287

TEACHING FELLOW REGISTRATION FORM

TEACHING FELLOW I _____ TEACHING FELLOW II _____ TEACHING FELLOW III _____ TEACHING FELLOW IV _____

Please choose expected credits: One (1) credit Two (2) credit

Student Name: _____ Student ID#: _____

Student FAMU email address: _____ Telephone No: _____

Indicate year and semester for enrollment in Teaching Fellow course: FALL _____ SPRING _____ SUMMMER _____

Name of Faculty Supervisor: _____

Name of Course: _____

Teaching Fellow Information

Teaching Fellows (TF) are student assistants for first-year courses, upper-level lecture courses, seminars, and academic success courses. Teaching Fellows work closely with faculty. In addition to attending class, Teaching Fellows conduct several review sessions per semester. Teaching Fellows are available to answer questions from individual students or to meet with small groups during designated office hours. Law Teaching Fellow positions are primarily intended as learning experiences, which contribute to the student's progress in their program of legal study. TF positions are available during the second and third year, working under the supervision of full-time faculty members.

Teaching fellows are required to attend classes and complete all reading assignments. TF's are subject to the absence policies for the course and may not miss more than half of the maximum absences permitted for the course. For instance, maximum absence for the course is 6, the TF's maximum would be three.

In addition, teaching fellows will (1) undertake at least two meaningful teaching experiences (e.g., conducting review session), (2) devote at least 30 hours during the course of the semester to hold meetings with students taking the course (2 hours a week for office hours), and (3) attend tutorial sessions with the professor who will provide feedback on the student's work. All information provided at the review and study session must be approved by the professor prior to the study or review session. Teaching fellows are prohibited from involvement in formulating, drafting, or grading the final exam, or participating in any other way in the grading of students.

Teaching fellows will be graded on a pass/fail basis. Students must pay for these credits as they do for any others; the College of Law cannot and does not waive or reimburse students for these charges.



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Teaching Fellow Responsibilities.

1. Regular Attendance in the course for the class assigned.
2. Complete the appropriate paperwork to begin the FT appointment.
3. Keep careful, accurate, cotemporaneous records or work records.
4. Work 45 per credit hour or 90 hours maximum per semester.
5. If a Teaching Fellow (TF) is not meeting the TF's commitment, the TF must notify his or her supervisor as soon as possible.
6. Submit time sheets to supervisor for approval by supervising professor.
7. Submit appropriate completion document to supervising professor.
8. Complete a short paper or detailed memorandum indicating work and research conducted and time contributed during the semester.

Student Signature: _____ **Date:** _____

Faculty Supervisor Signature: _____ **Date:** _____

Academic Affairs Dean: _____ **Date:** _____

Teaching Fellow Registration Information: This application form must be completed by the student, signed by the faculty supervisor, signed by the Associate Dean for Academic Affairs, and submitted to the College of Law Registrar's Office **NO LATER THAN NOON ON THE FINAL DAY OF THE ADD/DROP PERIOD** of the semester in which you plan to enroll as a Teaching Fellow. The Registrar will provide registration permission for course registration.