



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

REGISTRATION FORM

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: _____

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 toward 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. TFs 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, if the maximum number of absences for the course is six, 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 semester to hold meetings with students taking the course (2 hours a week for office hours), and (3) attend tutorial sessions with the supervising professor, who will provide feedback on the student's work. All information provided at the review and study sessions must be approved by the professor prior to the study or review session. Teaching Fellows are prohibited from involvement in formulating, drafting, or grading exams, or participating in any other way in the grading of students.

Teaching Fellows will be graded on a satisfactory/unsatisfactory 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.



Teaching Fellow Responsibilities.

1. Regular attendance in the course for the class assigned.
2. Complete the appropriate paperwork to begin the TF appointment.
3. Keep careful, accurate, contemporaneous records or work records.
4. Work 45 hours per credit hour or 90 hours maximum per semester.
5. If a 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 supervising professor for the professor's approval.
7. Complete a detailed memorandum indicating work and research conducted and time contributed during the semester.
8. Submit the memorandum to the supervising professor at the conclusion of the semester.

Student Signature: _____

Date: _____

Faculty Supervisor Signature: _____

Date: _____

Academic Affairs Dean: _____

Date: _____

Teaching Fellow Registration Information: Obtain your faculty supervisor's signature and submit this registration form to the office of the Associate Dean for Academic Affairs by the last day of the add/drop period as listed on the College of Law Academic Calendar published on the College of Law website. After the form is signed by the Academic Dean it will be forwarded to the College of Law Registrar's Office. The College of Law Registrar's Office will issue a permission number to your FAMU email address. The permission number must be used to self-register and self-select the approved credit hours in iRattler. Students are responsible for reviewing their Teaching Fellow credit hour selection after completing their iRattler registration to ensure accuracy of credit selection in iRattler as specified (one or two) above.