Department of Mathematics and Statistics – Graduate Teaching Fellowship

Overview
The Department of Mathematics and Statistics offers the following program to provide graduate students an opportunity to be the instructor of undergraduate courses with mentorship from a faculty member.

Prerequisites
1. Complete at least one semester as a teaching assistant at the University of Calgary. Strong preference will be given to students who have completed a teaching assistantship that involves direct interaction with students (i.e., not exclusively grading).
2. Deliver a single lecture for an undergraduate course at the University of Calgary with the instructor present and receive written feedback from the instructor.

If a student can provide evidence of similar experience outside of the University, then either of these prerequisites may be waived with permission of your supervisor and the Associate Head, Teaching & Learning.

Step One – Coordinated Course
The graduate student will be the instructor of one section of a multi-section, coordinated undergraduate course. As of 2022, these courses include:

- MATH 211 (Fall/Winter)
- MATH 249 (Fall)
- MATH 265 (Fall)
- MATH 275 (Fall)
- MATH 277 (Winter)
- MATH 375 (Fall)
- STAT 205 (Winter)
- STAT 213 (Fall)
- STAT 217 (Winter)

Availability
All graduate students who meet the prerequisites are eligible to apply for step one.

Application process
Students wishing to apply for step one should submit the following to the Associate Head – Teaching and Learning through the departmental online form:

- A letter of recommendation from your supervisor
- The feedback you received during your prerequisite lecture, along with a one-page reflection on the feedback you received (what you felt you did well, and how you can improve)
- A list of the courses that you are most interested in teaching
Responsibilities
You will perform all duties required of a sessional instructor in a coordinated course, which include:

- Preparing and delivering all lectures for your assigned section (in most cases starting resources such as lecture slides will be provided to you by the course coordinator)
- Regular communication with the other instructors for the course
- Providing input to the coordinator regarding assessments for the course (e.g., reviewing drafts of exams/assignments, preparing questions as appropriate)
- Exam proctoring as required
- Grading exams as required

In addition to the regular duties of a sessional instructor, the following mentorship opportunities will be provided:

- The course coordinator will attend one of your lectures and provide feedback
- If the course administers an interim student feedback survey, the course coordinator will meet with you to help interpret the results and help determine if any improvements can be made
- The course coordinator will meet with you regularly to discuss how the course is going and help with any challenges (weekly or bi-weekly meetings are recommended).

Step Two – Non-coordinated Course
The graduate student will be the instructor of a non-coordinated course and will be responsible for all aspects of the course delivery. In most cases the graduate student will be assigned to a course of which two sections are being offered, which will allow the graduate student to share the workload for the course with the other instructor and have the other instructor act as a mentor. If there is not another section of the same course running during the same term, then the Department will assign a faculty member who has previously taught the course to act as a mentor. The courses included in Step Two could be any 200 or 300 level course, given your background.

Availability
In addition to the prerequisites, graduate students wishing to participate in step two must meet the following requirements:

- Be a doctoral student who has passed your candidacy exam
- Successfully complete step one of this program, or have comparable teaching experience
- Attend at least 15 hours of professional development in teaching (e.g., SAGES, Taylor Institute workshops, teaching talks, department programs, TA orientation)

Your supervisor may recommend to the Department that any of these requirements be waived.
Application Process
Students wishing to apply for step two should submit the following to the Associate Head – Teaching and Learning:

- A letter of recommendation from your supervisor
- A letter of recommendation from the course coordinator from step one, or equivalent position for teaching experience obtained elsewhere
- A teaching dossier which contains the following:
  - A statement of teaching philosophy (minimum one paragraph, maximum one page)
  - A list of teaching experience (courses in which you were an instructor or TA)
  - Samples of teaching materials (lecture slides, worksheets, exams), if available
  - A list of development activity related to teaching (workshops/seminars attended, research done, committee membership, etc.)
  - Samples of student feedback/course evaluations
  - A list of awards and recognition related to teaching, if any
- A list of the courses that you are most interested in teaching

Responsibilities
You will perform all duties required of a sessional instructor in a non-coordinated course, which include:

- Preparing and delivering all lectures (in many cases starting resources such as lecture slides will be available)
- Preparing material for the tutorials, and managing the work of the tutorial assistants (in many cases starting resources such as worksheets/lab exercises will be available)
- Preparing the assessment for the course, including assignments and exams as appropriate (in many cases assignments and exams from previous terms will be available). Your mentor will be available to provide feedback on the appropriateness (difficulty, length, comprehensiveness) of the assessments you create
- Exam proctoring as required
- Grading exams as required

In cases where more than one section of a course is being offered, any of these tasks may be shared with the other instructor(s).
Notes

- There is no obligation to continue to Step Two after completing Step One. Even if you are just interested in Step One, we encourage you to consider the various teaching programs and workshops the university offers.
- If your supervisor is unwilling to work with you on this or you do not have a supervisor, please contact the Associate Head – Teaching and Learning directly to express your interest.
- As a graduate student, you may receive up to 2 courses throughout your degree through this program.
- Each step is meant to be equivalent to a GAT in terms of workload. This would replace a full GAT for a given term.
- Pay will be equivalent to a full GAT.
- The intent of the program is for there to be time between Step One and Step Two for the graduate student to reflect on their teaching and incorporate what they have learned.

The online application form can be found here: [https://forms.office.com/r/9r63gPSyx6](https://forms.office.com/r/9r63gPSyx6)

^i If you are currently a TA and are interested in step one, let the instructor know. Hopefully they will be able to have you cover a lecture for them so that you may complete the prerequisite. If this is not possible, then contact your supervisor or the Associate Head – Teaching and Learning to help you find an alternate opportunity

^ii There are a limited number of sections available for this program. The Department will determine how many opportunities, if any, are available each term, as well as which courses will be available, thus applicants who are accepted may not receive their first choice of course.