

University of Prince Edward Island Policy	Policy No. avegsrgs_0002	Revision No. 3
Policy Title Instructional Mentorship Program Policy for Graduate Students	Page 1 of 3	
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Authority Dean, AVC	Review Date July 12, 2013	
Responsibility Associate Dean, Graduate Studies & Research	Access C	

1 Purpose

- 1.1 Experience in teaching is an important component of graduate student education and is particularly useful for students considering career opportunities in academia. Students who dedicate substantial preparation and classroom time to instruction should be both formatively evaluated and recognized for their effort. The purposes of this policy are to encourage teaching experience and development of teaching skills in graduate students, and to encourage continued interest in teaching careers.

2 Scope

- 2.1 Available to MSc, MVSc, and PhD students currently enrolled at AVC.
- 2.1.1 For the purposes of this policy, teaching refers to instructional activities beyond those which might be considered incidental to the completion of a graduate or residency program, and does not refer to instruction of classmates in a course in which the student is concurrently enrolled; nor does it refer to teaching assistance that might normally be provided by graduate students as part of a remunerated teaching assistantship.
- 2.1.2 This policy covers periods of teaching at undergraduate or graduate levels for durations between 2 and a maximum of 5 lecture-hour equivalents per semester (for the purposes of this policy, 1 lecture = 1 hour; 2 or 3 hour lab = 1 hour).
- 2.1.2.1 Teaching for less than 2 hours will provide insufficient exposure to constitute a significant teaching experience. Teaching for greater than 5 hours triggers a student evaluation of teaching, and therefore should be considered a formal teaching assignment rather than a casual, formative experience. Teaching assignments of greater than 5 hours per semester are therefore not covered by this policy but instead should be governed by the requirements of the current FA1 Collective Agreement.
- 2.1.3 Participation in teaching must be voluntary and make a positive contribution to both the student's development and the AVC educational program. AVC graduate students come from diverse academic backgrounds and will pursue career options in diverse environments. Efforts should be made to provide opportunities for teaching experience that best complement the student's knowledge base and potential career path.
- 2.1.4 Graduate students are best able to identify their individual needs for formal

teaching experience, but effective teaching is time consuming and the teaching experience must be designed to complement, rather than detract from, the research and course work components of a graduate program. Thus Supervisors and Supervisory Committees must be closely involved in decisions about the timing and extent of teaching experiences.

- 2.1.5 Graduate students must obtain meaningful and constructive feedback on their teaching performance.

3 Policy

- 3.1 Before the beginning of each academic semester, AVC graduate students should discuss with their Supervisors and Supervisory Committees a possible teaching assignment. Issues that should be discussed include the nature of the teaching experience (lectures and/or labs and/or rotations); which programs and disciplines are considered appropriate based on their background and interests; and the amount of contact time per semester considered acceptable.
- 3.2 Expressions of interest by graduate students will be discussed with the appropriate Department Chair and course coordinator, and if approved, arrangements made for teaching. The graduate student's Supervisor should take the lead in this process. The Department Chair must be satisfied that adequate mentorship is being provided and that the effectiveness of the students' learning experience is not overly compromised by the graduate student instructional experience.
- 3.3 Course coordinators will arrange for a written evaluation of teaching performance. An evaluation will normally be performed for each course in which the student teaches. Evaluations should be performed by the course coordinator if possible. If the course coordinator is unavailable, or if course coordinator is the supervisor, then another teaching faculty member in the same department may evaluate. Students will be evaluated on a standard form for some or all of the following elements:
- 3.3.1 professional demeanor
 - 3.3.2 demonstrated knowledge of topic; ability to answer questions
 - 3.3.3 choosing appropriate content for the audience
 - 3.3.4 organization, including and attention to time
 - 3.3.5 delivery, including clarity, pace, etc.
 - 3.3.6 quality of interaction with the class
 - 3.3.7 quality of audio/visual presentation, if appropriate
 - 3.3.8 quality of hand-out material, if appropriate
 - 3.3.9 quality of demonstration, if appropriate.
- 3.4 Free text comments on strengths and weaknesses should be included. Feedback collected from the instructed students can be incorporated. At least a 1-hour lecture or a 2-hour lab (with the evaluator physically present) must have been evaluated by a teaching faculty

member to qualify for “GS&R credit” for that semester. If the teaching engagement is between 3 and 5 hours, more than one hour should be attended and evaluated by an evaluator, to assess the performance of the student and to ensure the quality of the students’ instruction is not compromised.

- 3.5 The evaluator will discuss the evaluation with the graduate student. Evaluation forms, found on the G: drive, must be filled out and signed by the student, and the evaluator. The original signed evaluation form will remain with the student. Copies of the signed evaluation form will be provided to the Course Coordinator and the Department Chair.
- 3.6 Department Chair will forward a completed signed copy to the office of the Associate Dean, Graduate Studies and Research.
- 3.7 Those students for whom a completed evaluation form is submitted to the Associate Dean will receive a GS&R credit of \$75 per lecture-hour equivalent for that semester to be used against conference or instructional travel or other valid expenditures. Credits may be carried over for 2 full years from date of award but must be claimed before the date of graduation.
 - 3.7.1 The GSR Credit will be administered by the GS&R Office with the expectation that the supervisor will approve any expenses made to the allowance. Approved uses of the research allowance include:
 - 3.7.1.1 payment of dues for scholarly societies
 - 3.7.1.2 the purchase of minor equipment or software (UPEI policies with respect to ownership of equipment will apply),
 - 3.7.1.3 costs for the use of libraries, or computers,
 - 3.7.1.4 costs associated with the publication of research results,
 - 3.7.1.5 registration and travel expenses to attend scientific meetings,
 - 3.7.1.6 purchase of books, periodicals and journals.
 - 3.7.2 Unclaimed credits will be returned to the GS&R budget.

4 Reference