

Application for BIOL 291 teaching apprentice (lecture courses)

After filling in this form, download and save it, and then upload it in the college Online Learning Contract Management system.

Name: _____

Course in which you will serve as a teaching apprentice: _____

When did you take that course yourself?: _____

What grade did you receive in that course?: _____

How many times have you previously taken BIOL 291? (You may take BIOL 291 a maximum of three times): _____

If you have taken this course before, list the semesters and courses you helped with:

Describe your goals and expectations for this course this semester:

Expectations and requirements for your section of BIOL 291:

- Attend beginning of semester trainings. Submit required student-facing information to organize the learning management system course site. Attend any routine meetings of peer instructors with the course instructor. Interact with other peer mentors via online discussions.
- Provide evidence that you have completed the online training about student privacy (FERPA) <http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/>
- Attend the course throughout the semester and interact with students to engage them in their learning. Reach out to invite students to come to peer mentor hours with you or another peer mentor. Wear a nametag, vest, or any other type of identifier provided by your instructor.
- Be prepared for class by looking through last semester's powerpoints and other materials.
- Answer questions posted on discussion boards (such as Piazza) within 24-48 hours. You are also encouraged to post questions to students that you know students will want to engage in and many students may have questions about.

- Hold one mentor hour per week (same time each week) to discuss course content and skills. This includes teaching the students skills for success beyond biology courses, and sending them to the Learning Center when they need more than peer mentoring will do for them. If no students show up, use the time to answer questions or pose practice questions to students via the discussion board.
- Find a replacement for your peer mentor hour if you cannot make it (cancellation is a last resort).
- Reflect on the semester and what you learned through a final one-page paper with specifications the instructor will provide.

By filling in and uploading this document to the online learning contract management enrollment system, I acknowledge that I agree to undertake and fulfill the requirements listed above.