

Women in Engineering Teaching Fellowship Agreement

Name: _____ UID: _____

Women in Engineering Teaching Fellows Program Requirements:

1. Write a Teaching Fellowship Proposal (see next page).
2. Write a short paper about your experience as a Teaching Fellow at the end of the semester.
3. Participate in evaluating the Teaching Fellows program which includes completing a written evaluation.

I understand the requirements of the Women in Engineering Teaching Fellows Program. If awarded a teaching fellowship, I agree to complete the program requirements listed above.

Faculty mentors will be asked to report on the teaching fellows performance towards the end of the semester.

Faculty Supervisor Signature

Student Signature

Please return the completed form to the Research Fellows Program, Women in Engineering, Room 1131 Glenn L. Martin Hall. Please phone 301-405-3931 if you have questions.

(Continue on the back)

Attachment A

Outline for the Teaching Proposal

The following is an outline for organizing the teaching proposal. All items noted should be included. The faculty teaching supervisor and the teaching fellow should work together to write the proposal.

- I. Brief description of engineering course, including both a general description of the course content and the meeting times. Please enclose a syllabus.

- II. Description of the roles and responsibilities of the teaching fellow and the faculty teaching supervisor.
 - A. Teaching fellow's job responsibilities, duties, and tasks to include:
 1. An estimate of the number of hours per week the fellow will be required to work
 2. The weekly responsibilities of the teaching fellow
 3. The goals the teaching fellow will meet by the end of the semester
 4. How the fellow will meet those goals

 - B. Faculty teaching supervisors responsibility to include:
 1. How frequently the teaching fellow will meet with the faculty supervisor
 2. How the fellow's work will be evaluated
 3. The role the faculty will play in mentoring the fellow during the semester