1. Who is eligible to shadow?

Graduate Students who come with MA: after 2nd year
Graduate Students who come with BA: after 3rd year

2. To whom does one express interest?

Initially to DGS, who forwards the graduate student’s interest and eligibility to the Chair of a standing Committee on Spanish 3303 (Introduction to Spanish and Spanish American Literature), consisting of three faculty members who have taught SPAN 3303, including the DUS, with the DGS and VC as non-voting ex officio members.

3. How are those who shadow chosen?

The standing committee considers those who have expressed interest and have been reported by the DGS as eligible with respect to their time in the program. The committee will take into consideration whether the graduate student is making adequate progress and the availability of SPAN 3303 shadowees. After consultation with the proposed mentor, a match may be made. The instructor has the right of refusal to participate in the shadowing program or with an individual graduate student who may have been proposed.

4. What is the purpose of shadowing?

- Training in the teaching of literature.
- Familiarity with SPAN 3303 (goals, etc.) and course materials (book, etc.) with a view to possibly teaching the course.

5. Is one guaranteed a future SPAN 3303 class if one shadows? How are the instructors chosen?

No graduate student is guaranteed to teach a SPAN 3303. The decision depends on availability of uncovered sections, progress in the program, recommendation of the SPAN 3303 shadowee and the suitability of other available candidates. (The VC apprises the standing committee of the potential availability of SPAN 3303 sections available for graduate students in the coming semester.)

6. How many classes does the person who shadows attend?
The shadower should attend virtually all the sessions, with the exception of exam days and other days as excused by the shadowee.

7. What are that person’s responsibilities?

- Attend all sessions.
- Dialogue with the instructor after class or periodically about teaching.
- The shadower will teach 2-4 classes (or portions thereof if various texts are to be covered.)
- (See also section 9.)

8. How does the graduate student participate in the class?

Interact with students by circulating during group/pair work.
Help distribute materials, help with AV equipment, etc.

9. How do the graduate student and the professor interact?

- Discuss the development of a syllabus and prepare a mock syllabus near end of semester.
- Discuss grading and perhaps practice by examining and discussing selected photocopies of graded assignments and exams.
- Grading selected photocopies of ungraded assignments and exams for practice and feedback.
- Discuss test-making and write a practice test for each unit for feedback.
- Feedback may be solicited on the instructor’s teaching and is given on the graduate student’s interaction with the students and other exercises.

10. Should another faculty member observe the graduate student doing the shadowing when he/she teaches a class or part of a class?

If the graduate student so desires, he/she could invite another faculty member (the thesis advisor, for example) to observe a practice lesson.

11. When one teaches a SPAN 3303 class as the course instructor, with whom is she/he in contact? What are the responsibilities regarding interaction (syllabus, tests, supervision)?

At least two weeks before classes start, the graduate student instructor should send a copy of a proposed syllabus to both the original shadowee (or thesis director if the former is not available and the latter is agreeable) and the DUS for feedback. A revised version of the syllabus should be submitted one week before classes begin.

At least one week before a test or exam date, a proposed test or exam must be submitted to the original shadowee (or thesis director) for feedback.
12. How many times and by whom should the instructor be formally observed?

The graduate student instructor will be observed twice, once informally early to midway through the course by the shadowee and again later in the course by either the shadowee or by the thesis adviser or faculty member of the graduate student instructor’s choice. The second observation will be written up and form part of his/her file.

13. Should there be a central supervision, or should each graduate student instructor be under the supervision of his or her mentor?

Main supervision should be by the original shadowee (or an approved substitute). The standing committee can intervene if there are perceived problems on the part of the graduate student instructor or the supervisor, students in the class, etc.