

SPAN 3303, PORT 3303
Shadowing, Teaching, Supervision
9.16.2017

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) or Port 3303 (Introduction to Luso Brazilian Literature), consisting of faculty members who have taught SPAN 3303 or PORT 3303, including the DUS, with the DGS as a non-voting ex officio member.

3. When is interest to be expressed?

Ideally, interest should be expressed at the end of the semester before the shadowing is to begin.

4. How are those individual graduate students (hereafter "shadowers") 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 or PORT 3303 instructors of record (hereafter "shadowees") to serve as "shadowees." After consultation with the proposed mentor, a match may be made. The "shadowee" has the right of refusal to participate in the shadowing program or with a "shadower" who may have been proposed.

5. What is the purpose of shadowing?

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

6. Is a "shadower" guaranteed a future SPAN 3303 or PORT 3303? How are the former "shadowers" chosen to teach a section as the instructor of record?

No former "shadower" is guaranteed to teach a section of SPAN 3303 or PORT 3303 as the instructor of record. The possibility depends on the

availability of uncovered sections, the student's progress in the program, the recommendation by the SPAN 3303 or PORT 3303 instructor of record who served as "shadowee" and the suitability of other available candidates. (The VC apprises the standing committee of the potential availability of SPAN 3303 or PORT 3303 sections available for graduate students in the coming semester.)

7. How many classes does the "shadower" attend?

The "shadower" should attend virtually all the sessions, with the exception of exam days and other days as excused by the "shadowee".

8. What are the responsibilities of the "shadower"?

- Attend all sessions.
- Dialogue with the "shadowee" 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 sections 9 and 10.)

9. How does the "shadower" participate in the class?

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

10. How do the "shadower" and the "shadowee" 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 about the "shadowee's" teaching and may be solicited about the interaction of the "shadower" with the students and other exercises.

11. Should another faculty member observe the "shadower" when he/she teaches a class or part of a class?

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

12. When a former “shadower” is chosen to be the instructor of record of a SPAN 3303 or a PORT 3303 class, with whom is she/he in contact? What are the responsibilities regarding interaction (syllabus, tests, supervision)?

At least two weeks before classes start, the former “shadower” 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 VC 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.

13. How many times and by whom should the former “shadower” be formally observed?

The former “shadower” will be observed twice, once informally early to midway through the course by the original “shadowee” and again later in the course by either the original “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.

14. Should there be a central supervision, or should each former “shadower” be under the supervision of his or her original “shadowee”?

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 former “shadower”, or the original “shadowee”, or the students in the class, etc.