

## **APPENDIX IV: Teaching/Mentoring Program for BME Graduate Students**

The Teaching and Mentoring Program is a Case School of Engineering (CSE) program that provides Ph.D. students with the opportunity to develop teaching and communication skills that will be useful in many different types of post-graduation employment but are not explicitly included in the traditional educational and research curriculum.

The practical implication of this program is that all Ph.D. students entering CSE after 1999 are required to complete three different teaching “experiences”, each involving a commitment of 5-10 hr/week for a semester course. The participants in this program are commonly called “teaching assistants” or TA’s. Students must first register and participate in UNIV 400, which provides a brief overview of the typical duties and responsibilities for teaching assistants. Students then register for EBME 400T, 500T and 600T for the first, second, and third teaching experience, respectively.

### **What is expected during each teaching experience?**

Our institutional mission is that of education, so the majority of the available teaching experiences are related to that mission. Typically, this means being a teaching assistant for a course offered by the BME Department. The tasks performed by teaching assistants can be quite varied to match the level of experience and knowledge of the student, as well as the needs of the course. Tasks can include grading, constructing homework and exam problems, overseeing laboratory course procedures, assisting students during office hours, leading tutorial and review sessions, and even lecturing a few times. The level of contact with students in the course and the level of responsibility usually increase progressively from the first through the third experience. For example, a first experience may focus on grading, the second on office hours or generating homework or exam problems, and the third on leading a lab, recitation, or giving a few lectures.

### ***Policy on accepting equivalent experience outside of CWRU***

In general, the teaching experience requirement for the CSE PhD program will be fulfilled by serving as a Teaching Assistant while a graduate student at Case. The BME Department recognizes that individuals may have had substantially equivalent teaching experience in other situations. The Department will consider requests to allow for teaching experiences that meet the following criteria:

- 1) The teaching is performed after the student has earned the Bachelor's degree.
- 2) The teaching is at college level or above. Teaching at the high school level must be approved prior to the teaching experience.
- 3) A written evaluation is obtained from the faculty supervisor, attesting to a satisfactory performance
- 4) The academic advisor must approve the experience.

To receive credit for teaching experiences outside of Case, submit a petition to the Graduate Education Committee describing the teaching experience (including the total amount of time devoted to the activity), and providing the information listed above. The petition must have the written support of the academic advisor. The GEC will review the petition and make a recommendation to the BME Department Chair, who makes the final decision.