



Modern Human Anatomy Program

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

ANAT 6911, Advanced Teaching Practicum Course Request Form

ANAT 6911, Advanced Teaching Practicum, is a required course for the MSMHA Anatomical Sciences Education Certificate. This course requires instructor and academic advisor permission prior to student registration. Expectations for the student's role and responsibilities should be clearly articulated prior to enrollment in the Practicum.

Instructions:

1. The Student and the instructor/faculty Practicum sponsor review the *ANAT 6911 Advanced Teaching Practicum Guidelines and Information* below.
2. Obtain the signatures from the instructor/faculty Practicum sponsor and your faculty academic advisor.
3. Submit signed form to the MSMHA Program Administrator for further processing.
4. Once all signatures are secured, the MSMHA Program Administrator will email the student the permission number in order to register for the course.
5. The student is then responsible for signing up for the class prior to the posted add/drop deadline. **Submission of this form to the Program administrator does not enroll the student in the course.**

It is the student's responsibility to make the request for the Teaching Practicum prior to the start of the semester. As several signatures are required for the form to be processed, it is highly recommended that this process be started early in the registration period.

ANAT 6911 Advanced Teaching Practicum Policies

- ❖ ANAT 6911, Advanced Teaching Practicum, is graded on a letter-grade basis.
- ❖ ANAT 6911 is a variable-credit course which can be taken for 1, 2, or 3 credits. Certificate-seeking students may take a maximum of 4 credits of ANAT 6911. A 3-credit immersive experience in one course is required to meet certificate requirements.
- ❖ Tuition will be refunded for a total of 1 credit of ANAT 6911 after the add/drop date of the semester of enrollment.

ANAT 6910 Teaching Practicum Guidelines

<u>Student's</u> <u>Initials</u>	<u>Instructor's</u> <u>Initials</u>
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- 1 credit hour of TA ≈ 45 hours of TA work. (Note: A TA is welcome to attend lectures to refresh themselves on the content material; however, attending lecture does not count towards TA hours.)
- Students are required to submit a Reflection Paper to the Practicum faculty sponsor the Monday of final exam week.
- The instructor will provide a syllabus that includes a written list of expectations, goals, and timeline prior to the start of the course. The instructor will provide regular feedback to the TA on job performance.
- A TA position is intended to be an enriching learning experience, where the TA and instructor communicate regularly.
 - A minimum of 50% of the TA's time must be spent in interaction with students, such as direct teaching, tutoring, meetings, review sessions, or other face time. This direct contact can be in person or online.
 - The other 50% of the TA's time can be spent in administrative tasks or non-contact hours (Canvas maintenance, preparing for lab, preparing for exams, preparing for review sessions, prosecting, proctoring exams).
- The instructor provided the student with a grading rubric, outlining clear grading expectations.



Required for student enrollment in ANAT 6911

*** if the instructor for the course is the same as your assigned academic advisor, this line should be signed by the Chair of the Curriculum Committee*

Please return completed form to the MSMHA Program Administrator in order to obtain the required permission number for registration.