

CHBE369 (1 credit): Teaching Experiences in Chemical Engineering

Testudo Description: Students will obtain pedagogical experience by assisting with the teaching of undergraduate courses in Chemical and Biomolecular Engineering.

Mechanics

1. CHBE369 is a pedagogical training course for undergraduate teaching fellows.
2. CHBE369 will only be offered in the Fall and Spring semesters but not in the Summer sessions.
3. CHBE369 is restricted to undergraduate students in the Chemical Engineering major.
4. CHBE369 cannot be counted for tech elective credit in the chemical engineering undergraduate program because it is not a 400-level technical course.
5. Students may repeat CHBE369 up to a total of 4 credits.
6. Students registering for CHBE369 should have demonstrated very good to excellent performance in their coursework, especially in CHBE courses.
7. Students taking CHBE369 must be selected by the ChBE UG Studies Committee to serve as (unpaid) undergraduate teaching fellows (UTFs) for a CHBE course during the same or a preceding summer semester.
8. UTFs assisting with any CHBE undergrad course or cross-listed undergrad/grad tech elective should register for exactly 1 credit of CHBE369 during the same semester or in the first available semester. CHBE369 carries a workload of 3 hours per week, which includes attending and participating in 4-5 pedagogical training sessions during the semester.
9. UTFs taking CHBE369 are eligible to be paid a stipend for 3 hours per week of additional work for the same course for a half the current UTF stipend. For example, if the current UTF stipend is \$1,250 per semester, a UTF taking CHBE369 is eligible to receive \$625 per semester.
10. Students who complete CHBE369 with a grade of A- or better will become eligible for a full UTF stipend.
11. The UG Studies Committee will approve CHBE369 and UTF-by-stipend applications and assign UTFs to courses on the basis of (i) student preferences, (ii) instructor preferences where available, (iii) grades in the assigned course and its prerequisites, (iv) the applicant's academic record, (v) previous performance in CHBE369 where applicable, and (vi) funds available for UTF stipends.
12. Instructors of CHBE courses will also be instructors of CHBE369. Each instructor will be given a separate section number and will directly assign CHBE369 grades for the UTFs of their course.

13. CHBE369 is a pedagogical training experience. In addition to assisting instructors with teaching, UTFs will be trained by the instructor or the UG Studies Committee on (i) teaching and grading skills, (ii) academic integrity, (iii) people skills including microaggression. This training will take the form of ~4 one-hour sessions during the semester at times mutually convenient to the UTFs.
14. CHBE369 instructors should draft a syllabus for the course that contains a written list of expectations of meetings, grading, discussion leading, etc., which they expect of the UTFs during the semester. A draft syllabus will be made available by the UG Studies committee before the semester begins, which instructors may modify to suit their courses. Additionally, if the UTF is leading discussions, the instructor should consider observing them and providing written feedback on teaching.
15. As the semester progresses, the UTF will fill out the following form under the supervision of the instructor. At the end of the semester, the instructor submits this form with a grade to the UG Studies Committee (for recordkeeping). This form will also serve as the ABET assessment for CHBE369.

Course	
UTF	
Instructor	
Week	Summary of Work Done
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

14	
15	
Letter Grade (A-F scale)	Can be posted on ELMS
Comments	

- A course evaluation-like survey of CHBE369 will be given at the end of each semester to receive feedback on how this course can be improved. Results are collected and analyzed by the UG Studies Committee.
- Students may take CHBE469 (3 credits, countable for tech elective credit) if they wish to provide innovative contributions toward the teaching of a course. Past examples of such innovations are developing an honors nuclear engineering seminar (supervised by Dr. Calabrese in Fall 2016) or developing Aspen modules for CHBE444 (supervised by Dr. Sriram in Spring 2018). Students taking CHBE469 could optionally propose to do UTF work for the course for which they are providing innovations. CHBE469 standards are similar to CHBE468, and applications are approved by the UG Studies Committee.