

University of Pittsburgh
Department of French and Italian
Graduate Student Agreement

Student: _____

Language Coordinator/Supervisor: _____

Graduate Advisor: _____

This document sets forth the basic teaching and student responsibilities of TAs, TFs, and graduate students in the Department of French and Italian at the University of Pittsburgh. It has been read and approved by the Arts & Sciences Office of Graduate Studies and is designed to clarify and supplement the TA/TF contract issued to you by the School of Arts & Sciences, the University of Pittsburgh Policy Statement for TAs/TFs/GSAs, and the Department of French and Italian Graduate Policy.

As students, teachers, colleagues, and scholars-in-training, TAs, TFs, and graduate students play a vital role in this department and in the university community at large. During your time in the department, we expect you to develop in your teaching, to become proficient and confident practitioners of current foreign-language, literature, and culture pedagogies, and to refine the complex relationship between your own learning and your mediation of the learning of others, be they students, peers, or colleagues. We expect that you will participate fully in the opportunities for teaching, research, and learning and will join us in sustaining a vibrant, supportive intellectual community and the department's commitment to the highest standards of teaching and scholarship.

Further policies and procedures are described in the Department of French and Italian Graduate Policy (<http://www.frenchanditalian.pitt.edu/documents/GradPolicyAug2012.final.pdf>), the School of Arts & Sciences Graduate Bulletin (<http://www.bulletins.pitt.edu/graduate/index.html>), and the University of Pittsburgh Policy Statement for TAs/TFs/GSAs (<http://www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf>).

***This document must be signed and returned to the Graduate Administrator by 1 September 2017
(continuing students) or as indicated by the DGS for new students.***

Teaching responsibilities (*NB: if you are not funded with a Teaching Assistantship or Teaching Fellowship in the current Academic Year, please skip down to the "Academic Responsibilities" section*)

1. Teach 8 to 10 credits of French or Italian language per year (this includes attending orientation [if applicable], class preparation, making and administering tests and quizzes according to the schedule established by the language-program coordinator, grading and returning homework and exams promptly, keeping accurate records of student attendance and performance, and submitting grades at the appropriate time). Attend all language staff meetings scheduled by the program coordinator and contribute to group-prepared exams and/or other necessary class material. Hold

two office hours per week. French students teaching courses beyond the FR 0001-0004 and 0007-0008 sequences must:

- get their book order approved by their teaching mentor before submission of the order
- discuss their course syllabus with their teaching mentor
- have their course syllabus approved by the syllabus committee
- make contact with their teaching mentor at least once a month to discuss the course
- arrange for a class observation with the teaching mentor
- consult with the mentor on teaching questions
- prepare and share with their teaching mentor a “job-market ready” teaching dossier consisting of the course syllabus, one writing assignment, and one in-class assignment

NB: Advanced PhD students may have the opportunity to work with a professor in a teaching apprenticeship for which specific teaching responsibilities and the equivalent number of credits may vary.

2. Schedule Student Evaluations (with the Office of Measurement and Evaluation of Teaching) for every class you teach, and submit the results to the coordinator at the end of each term and to the DGS (appended to the annual report) at the end of each academic year. OMET evaluations may be requested from the Office of Measurement and Evaluation of Teaching by a department representative at any time.
3. Follow all of the rules established by our Administrative Assistant and Secretary with regard to the use of photocopiers and other office equipment and respond to internal memos (in paper copy or in email form) in a timely fashion. Let the program coordinator know of any emergency as soon as possible in the event this emergency should interfere with your scheduled teaching duties. Should the coordinator not be available, try to reach your advisor or the chair, or notify the office staff so that appropriate measures may be taken.
4. Notify the program coordinator before cancelling a class meeting or arranging for a substitution even in the event of a serious emergency.

NB: while reading a paper at a professional meeting or taking comprehensive examinations may qualify as legitimate reasons to ask and arrange for a substitution, a cheap fare does not constitute a good reason to cancel class on a day when you are scheduled to teach. When substitutions are made, be prepared to return the favor to, or otherwise compensate, your colleagues in the teaching corps.

5. During the duration of your funding through the Department of French and Italian, do not accept another appointment or be employed either within or outside the university without knowledge and approval from the Director of Graduate Studies and the Department Chair. Graduate students holding teaching assistantships from the University of Pittsburgh should devote their full time to the program of graduate study in which they are enrolled and are expected to make satisfactory progress towards their degree. Students found to be in violation of this policy risk loss of funding in future terms.

Academic responsibilities

1. Meet with the DGS or the dissertation advisor for advising during the time period specified by the DGS, and enroll for the following semester promptly after the beginning of your scheduled enrollment window.
2. Meet with the DGS to discuss any issue which may threaten the satisfactory fulfillment of your teaching and academic responsibilities, before the issue in question affects the performance of these duties.
3. Participate, to the extent that your duties allow you, in the cultural activities (lectures, workshops, roundtables, conferences etc.) promoted and/or supported by the department, which invests in such activities for the enrichment of all its members. These activities constitute an important component of the ongoing intellectual and professional development of students and faculty alike.
4. Prepare and submit a report of your activities (teaching and service, course work, and scholarly pursuits) to your DGS at the end of every academic year (before 15 May).

Renewal of the appointment from year to year is dependent on good academic and teaching performance, as well as on compliance with the above regulations.

The student's responsibilities and the conditions of continued financial support have been discussed by the student, the language coordinator and the academic advisor.

My signature below certifies that I have read all of the above and that I agree to the terms of this agreement.

Student's signature

Language Coordinator's signature

Graduate Advisor's signature

Date

Revised February 2017