Teach in the First Year Experience Program!!!

To teach in the First Year Experience program you must first complete a semester-long credit-based apprenticeship called a **practicum**. The practicum will involve “shadowing” and assisting a faculty member who is teaching a FYE course. Doing a practicum in any First Year Experience course qualifies you to apply to teach in the First Year Program.

**THE PROCEDURE:**

1. **E-mail the First Year Experience Division Chair (gsetzer@email.arizona.edu) your materials for consideration by the deadline**
   - 5 jpg images of recent work
   - Current resume

2. **If accepted, fill out a Graduate Independent Coursework form, obtain the FYE Division Chair’s signature and return to Graduate Program Coordinator**
   This can be obtained from the Graduate Program Coordinator, Megan Bartel (Office #: Art 11-D). Or online, here:
   [http://art.arizona.edu/students/advising/graduate-forms-documents](http://art.arizona.edu/students/advising/graduate-forms-documents)

   On the form, for the respective sections fill out the following:

   **Credits:** 3

   **Purpose of this project:**
   I am completing this practicum so that I can be eligible to teach in the First Year Experience program.

   **Outline for the work: Be specific:**
   For the Practicum ART 694, graduates shadow the Instructor for the first half of the course, assisting with daily classroom activities, such as taking attendance, troubleshooting and engaging with the students, assisting with demonstrations, etc. During the second half of the course, the graduate takes a more active role in the practicum course. This includes administering the project(s) with the other teaching assistants (if any) Under the supervision, and with the assistance of the Instructor, the graduate(s) manage(s) all aspects of the project(s), from the introductory lecture through the final critique and grading process. Additionally, the graduate will create their own project for the FYE course of their choice—working with the Instructor to be sure the project adheres to the standardized First Year Experience project guidelines.

   **If You are Not in Tucson…**
   Mail the signed form to the FYE Division Chair at the address below—he will sign it and forward it to the Graduate Program Coordinator:

   Assistant Professor Gary Setzer
   1017 N Olive Rd.
   Office #243 A
   Tucson AZ 85719-0004
   United States

3. **Apply to teach**
   After completion of a successful practicum, you may apply to teach a First Year Experience course. Calls for FYE Graduate TA applications are usually made each
semester via email in late Oct. for spring semester positions, and again in March for summer/fall positions.

4. **Prior to teaching you must complete a mandatory online TATO session.**

   Teaching Assistant/Associate Training Online (TATO) is a collection of self-paced modules about teaching and learning made available via D2L. All students who wish to be appointed as Teaching Assistants/Associates (TAs) must complete the module "Staying Out of Trouble: UA Policies" and pass the test with a score of 95% or higher no later than two weeks after the start of classes.

   It is recommended that TAs review the information from all modules in TATO before the beginning of each semester. Individual departments may also assign additional modules from TATO.

   You **MUST** take the session prior to, or at the beginning of the semester that you'll be teaching.

**Questions? Contact:**
Gary Setzer
[gssetzer@email.arizona.edu](mailto:gssetzer@email.arizona.edu)