

**Format for Annual Reports on School and Departmental  
Associate Instructor Training Programs  
Due November 16, 2009**

The Offices of the Vice Provost for Faculty and Academic Affairs and the Vice Provost for Undergraduate Education would like to provide useful, individual responses to unit AI training reports, and to identify new ideas to share with other departments. When you finish the report, please send (1) one copy to your department chair; (2) one copy to your academic dean; and (3) one copy to Dr. Katie Kearns (Franklin Hall 004, [kkearns@indiana.edu](mailto:kkearns@indiana.edu)). To facilitate this process, unit reports should address each of the following topics:

**Number of AIs and description of assigned roles.**

- Please describe the various roles in which AIs serve in your unit; e.g., grader, lab or discussion section leader, instructor in a multi-section course with a faculty course director, instructor with independent responsibility for a course.
- Indicate the number of individuals with AI appointments in each capacity in the current year. Are these numbers typical?

**Hiring and assignment process for AIs**

- How do you determine whether a graduate student is qualified for a particular teaching assignment? Is previous teaching experience considered? How do you determine the English language proficiency of non-native graduate students?
- Is there a “career path” for AIs? For example, some units require instructors to serve as a grader or discussion leader before teaching a course section independently.
- Are all AIs graduate students in your school or department, or are some hired from other departments? How do you advertise these positions?

**Initial orientation and training**

- Does your unit conduct a pre-semester orientation or training program? If so, please describe it in some detail: Who conducts the program? Who attends? What topics are covered? What student activities are assigned? Indicate the total number of contact hours.
- If course-specific pre-semester meetings are also conducted by faculty in charge of multi-section courses, provide similar information for these.
- Please indicate any other pre-semester programs or activities that contribute to AI training.

**Ongoing supervision and training**

- Describe the processes for supporting AIs after initial training.
- Are regular meetings held for AIs leading lab or discussion sections, or teaching in multi-section courses? How often? What takes place?
- Does your unit offer a discipline-specific, college pedagogy course? Who is required to take it? Who teaches it? What topics and student activities are included? How many credits? Is

the course oriented toward meeting immediate instructional needs, or preparing doctoral students for future roles in the professoriate?

- Are AIs expected to observe class sessions conducted by experienced instructors in order to see other teaching methods and styles?
- Is “advanced” training provided for AIs beyond their first year of teaching?
- If AIs are supervised by individual faculty mentors, please describe the activities that comprise a typical mentoring relationship. How are faculty supported in their mentoring roles?
- How are faculty rewarded for investing time in AI training and support?

#### **Evaluation and feedback for AIs**

- Describe the process by which AI training performance is monitored and, if necessary, improved upon. What criteria are used to determine whether AIs should be retained?
- Are AI-led class sessions observed? By whom? How often? What criteria are used for the observations? Does the AI receive feedback?
- Are mid-term or end-of-course student evaluations used? If so, what form or process is employed? Who receives the evaluation results? How are the results used? Are evaluations mandatory?

#### **Samples of training agenda, syllabi, etc.**

- Please include copies of orientation agenda, pedagogy course syllabi, departmental AI handbooks, evaluation forms, or other printed materials used in AI training.
- Indicate whether you are willing to share these documents with other IUB units.

Also, please include any other information that may be useful in explaining your program.