DEPARTMENT OF ASTRONOMY
MANDATORY A.I. TRAINING

Indiana University requires that A.I.'s receive some formal training. All new A.I.'s are required by the University to attend a workshop on diversity offered before the start of the Fall Semester. Students assisting in courses taught by faculty members during the semester are presumed to be instructed in their activities on a one-to-one basis by the faculty members they assist. There is also a handbook for Associate Instructors at I.U. prepared by the Campus Instructional Consulting Center (CIC). All beginning A.I.'s should read it thoughtfully, especially those who did not attend a large state university as undergraduates.

Astronomy department graduate students have the opportunity to teach small classes on their own, including A100 and A105 in summer sessions and an evening 100-level section during both semesters. To be eligible for these teaching opportunities, students must participate in the department's formal A.I. training program. This program has two components:

1) attendance at seminars offered by the Astronomy Department or, with the approval of the departmental A.I. Coordinator, lectures sponsored by the Campus Instructional Consulting Center, and
2) participation in a formal mentoring program with a department faculty member during each summer teaching assignment.

The Department will offer seminars on teaching during the academic year. To satisfy component #1, new graduate students are expected to attend and participate in at least three such seminars during their first year. Students continuing as A.I.'s are required to attend at least one teaching seminar per year in subsequent years. Several CIC lectures are offered each semester, and most (but not all) are relevant preparation for teaching small sections of 100-level astronomy courses. With permission of the A.I. Coordinator, students may attend CIC lectures that are relevant to teaching astronomy as an alternative to departmental seminars.

To be eligible for summer teaching assignments, students must first comply with these requirements. It is expected that all first year students will wish to attend these lectures in order to qualify for summer A.I.'s. The A.I. Coordinator will maintain records of student participation to assure that students who teach summer and evening courses are qualified to do so.

Students with summer and evening teaching assignments will be assigned a faculty mentor to provide guidance and feedback. Students are responsible for contacting the mentor prior to the start of the course to discuss teaching approaches and during the course to discuss course progress and issues that arise. Faculty mentors are responsible for attending at least one class to provide advice and feedback to the student instructor. It is important to emphasize that these activities are intended to help the student become a better teacher and play no direct role in the evaluation of student performance affecting future assignments. Students are encouraged to seek additional teacher training from the CIC or department faculty, if they feel it would be useful.

Students are required to use the Department's standard student evaluation forms at the end of their course. These must be turned in to the A.I. Coordinator in a timely manner and will be returned to the students for their teaching portfolio.

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College of Arts and Sciences
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