

University of Pittsburgh
Department of French & Italian
Graduate Student Agreement

Student:

Language Program Coordinator [LPC]/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 Dietrich School of 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 Handbook ([FRIT Grad Handbook rev August 2020 final.pdf \(pitt.edu\)](https://www.dietrichschool.edu/graduate-handbook))

Dietrich School of Arts & Sciences Graduate Catalog (<https://catalog.upp.pitt.edu/content.php?catoid=189&navoid=17967>), and the University of Pittsburgh Policy Statement for TAs/TFs/GSAs (<https://www.provost.pitt.edu/sites/default/files/TATFGSAPolicyStatement.pdf>).

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

A. 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. Primary responsibilities for all instructors:

- a. teach 6-10 credits of French or Italian per year, depending on class sizes and other professional development work
- b. attend orientation sessions as deemed necessary
- c. prepare daily lesson plans and lesson materials
- d. make and administer assessments as required; contribute to group-prepared assignments when needed
- e. grade and provide feedback to students promptly
- f. keep accurate records of student attendance and performance
- g. submit final grades on time
- h. attend all language instructor meetings and workshops scheduled by the LPC
- i. hold two office hours per week (in person or on Zoom/Teams)

2. French graduate students teaching courses other than FR 0101, 0102, 0103, 0104, 0106 and 0255 must:

- a. get their book order approved by their teaching mentor before submission of the order
- b. discuss their course syllabus with their teaching mentor
- c. have their course syllabus approved by their teaching mentor before the course begins
- d. make contact with their teaching mentor at least once a month to discuss the course
- e. arrange for a class observation with the teaching mentor
- f. consult with the mentor on teaching questions
- g. 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.

3. Verify that student evaluations are set up (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 are set up automatically by the Office of Measurement and Evaluation of Teaching, but instructors should verify that the links sent to their students during the evaluation period are indeed active and functioning.

4. Abide by Office Policies and Procedures as established by our Administrative Officer and Department Coordinator 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.

5. Notify the LPC before canceling a class meeting or arranging a substitution. In case of emergency, contact the LPC as soon as possible and notify students immediately via Canvas email. Please note that peers may ask you to substitute for them (e.g., while taking a comprehensive exam, while attending a conference, etc.) and that you in turn may ask others to substitute for you. In all cases, the LPC should approve of the substitution. Only other French/Italian instructors may substitute; non-Pitt community members may **not** do so.

6. 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, the Department Chair and the Dean of Graduate Studies of the Dietrich School of Arts and Sciences. International graduate students should be aware that course overloads during fall and spring semesters are prohibited because they put them in violation of their visa. Overloads for international students are limited to the summer terms only. Graduate students holding teaching assistantships and fellowships 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.

7. All graduate TAs and TFs are required to use their Pitt e-mail addresses for all official communications with their undergraduate students, with other TAs and TFs, with faculty and with university staff. Please respond to emails from faculty, students, and staff in a timely manner. A good rule of thumb is within 24 hours of receipt of email.

8. All graduate TAs and TFs will respect FERPA regulations with regard to student records. This includes among other requirements that student grades, progress reports and work in class be kept in confidence, even from members of the student's family. More about FERPA can be found here: <https://www.registrar.pitt.edu/students/ferpa>.

B. 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 compromise 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 August 2022