

Tennessee Technological University
Graduate Student Teaching Qualification Certification Form

- **Required before any graduate student may take full responsibility for instruction and evaluation in an undergraduate course.**
- **To be completed by the department with initial instructional appointment and kept in the student's personnel file.**
- **Transcript(s) and other required documentation must accompany form.**

Name: _____ T-Number: _____

Department: _____ Effective semester/year: _____

Qualifications

Education and/or relevant experience

Check either of the following:

___ Master's degree in the teaching discipline (attach transcript)

___ 18 or more graduate semester hours in the teaching discipline (attach transcript)

OR

___ Exception based on outstanding professional experience and demonstrated contributions to the teaching discipline (justification with documentation such as CV must be attached)

By signing we certify that the graduate student possesses the minimum qualifications to take full responsibility for instruction and evaluation in an undergraduate course in his or her discipline, and while in that role will have

- direct supervision by a faculty member experienced in the teaching discipline;
- regular in-service training;
- planned and periodic evaluations.

Signed:

Department Chairperson or Director

date

Dean

date