

To: Freshman English Policy Committee

From: John Ruszkiewicz

Date: 24 October 1983

Here is a copy of the current Freshman
English Supervision Program.

FRESHMAN ENGLISH SUPERVISION PROGRAMS

The following report details a supervision program for all freshman English assistant instructors and TA's. This program is designed to bring us into compliance with section 8.03.2 of the Handbook of Operating Procedures, which is reproduced below:

SECTION 8.03.2

Duties of Assistant Instructors. The primary duty of an assistant instructor is to provide accountable instructional service. Such service shall include formal instruction of a class, laboratory, recitation section, or their academic equivalent as may be listed in the Course Schedule. All instructional service is to be rendered in accordance with a syllabus and/or other specific guidelines and criteria which have been prepared and approved by the departmental faculty.

All assistant instructors shall be under assigned supervision of a regular member of the faculty. The supervising faculty member shall at the close of each semester file with the department chairman a written evaluation of the performance of the assistant instructor. This evaluation shall become a permanent part of the assistant instructor's personnel file.

In accordance with the HOP section cited above, and the guidelines recommended by AGSE, we recommend the following supervision programs:

Supervision Program for TA's.

1. All TA's hired in the fall semester must attend a week-long orientation program before classes start. This session is designed to acquaint TA's with departmental procedures and the basic structure of the Freshman English Program.
2. All TA's must serve apprenticeships with regular faculty members until they complete thirty hours of graduate work or their master's degree. This apprenticeship provides TA's with the opportunity to observe an experienced faculty member teaching the basic courses of the freshman and sophomore sequence. They are required to teach some of the classes and are closely supervised by the instructor to whom they are apprenticed.

The average TA completes three semesters of this apprenticeship in the English Department.

Supervision Program for AI's New to The University of Texas

1. All AI's new to The University of Texas must attend a week long orientation session before classes begin. This session is designed to acquaint AI's with departmental procedures and the basic structure of the Freshman English Program.
2. All AI's new to The University of Texas must enroll in an English 398T course which provides direct instruction in the theory and pedagogy of rhetoric and composition.

All beginning AI's enrolled in E398T teach two classes and are observed by the faculty instructor. There is also careful training in grading themes, in handling student conferences, in the use of audio-visual techniques in teaching, and in the rationale of the approved syllabi.

3. In the courses which AI's teach while taking E398T, there is an obligatory syllabus, sequence of lessons and assignments, and use of a common set of texts.
4. Frequently, we have used a professional observer for video-taping the classroom performances of AI's. This allows for reflective observation and analysis of teaching techniques.

Supervision Program for Experienced AI's

1. For experienced AI's, we annually offer an optional teacher training course, which provides direct instruction in the theory and pedagogy of teaching E307 or E308, a course that combines the teaching of composition and literature. Faculty instructors in these classes provide AI's with training in grading and evaluation, handling student conferences, using literature to teach composition and using approved syllabi. The classroom performances of AI's enrolled in these optional E398T courses are also observed by faculty instructors.
2. Experienced AI's are obliged to use syllabi and texts approved by the Freshman English Policy Committee.
3. Frequently, we have used a professional observer for video-taping the classroom performances of AI's. This allows for reflective observation and analysis of teaching techniques.
4. All experienced assistant instructors will be regularly supervised by a faculty member. A supervision instrument approved by AGSE and the FEPC is provided for this purpose. This evaluation becomes a permanent part of the assistant instructor's personnel file (this is not the placement file which forms part of the student's dossier).

AGSE GUIDELINES FOR THE SUPERVISION OF EXPERIENCED ASSISTANT INSTRUCTORS
IN FRESHMAN ENGLISH

(For your own information we have herein appended the guidelines presented to the FEPC by AGSE. As you can see they did influence our deliberations in formulating our program.)

1. All prospective and active AI's will receive a written statement of the criteria and goals of this supervisory program.
2. As far as possible, AI's will have a choice of supervising professors.
3. As far as possible, any professor supervising a class will have recent experience teaching the same course.
4. When in-class observations are scheduled they will be limited in number and arranged ahead of time.
5. AI's will automatically receive a copy of all evaluations of performances written by faculty supervisors.
6. An appeal system will be set up for AI grievances. Appeals of supervision reports will be brought before the Associate Director of Freshman English, who will then present the matter to the Personnel Subcommittee of the FEPC. This sub-committee will consider and act upon the grievance or refer it to the TA/AI committee of the English Department for further consideration.

SUGGESTED SUPERVISION INSTRUMENT FOR FRESHMAN ENGLISH ASSISTANT
INSTRUCTORS

INSTRUCTOR EVALUATED: _____

COURSE: _____ UNIQUE NUMBER: _____

DAY AND TIME OF COURSE: _____

EVALUATOR: _____

DATE OF EVALUATION: _____

As a result of your contacts, conferences, and what you have observed,
we would appreciate your answers to the following questions:

1. Is the assistant instructor using a departmentally approved syllabus for the course?
2. Is the assistant instructor following the approved departmental guidelines for the course?
3. Did the assistant instructor hand out a policy statement at the beginning of the course that detailed the requirements of the course?

Please use the back of this page for optional comments.

Optional comments: