

Teaching Activity Approval

All OHSU graduate students must consult with their faculty mentors before making any commitment to outside teaching activities. If the faculty mentor approves, he/she must sign a Teaching Activity Approval form. This document is to outline the teaching activities (e.g., providing classroom demonstration or giving five 90-minute lectures) as well as the expected time requirement (e.g., 12 h preparation and 2 h in-class contact time). Decisions to participate in such activities must always be tempered by the need to meet formal program requirements in a timely manner and remain in good academic standing.

Graduate student submits completed Teaching Activity Approval to the Office of the Executive Vice Provost and the departmental administrator to be placed in the student file and provides a copy of the form to the institution hosting the teaching activity.

(To be completed by student)

Student Name: _____

Faculty Mentor: _____

Teaching Activity: _____

Date(s) of Activity: _____

Teaching Activity Summation:

Expected Time Requirement:

Faculty Mentor Signature _____ Date _____

Note - if the faculty mentor does not grant approval for this teaching activity, the student may request a letter from his/her mentor explaining their decision, which can then be reviewed by the Associate Dean of the Graduate School and the Executive Vice Provost.

