Application Guidelines for Instructional Internships
Center for Research on Teaching Excellence:
(revised: 4/12/2009)

Purpose of Instructional Internships
These internships will enable graduate teaching assistants to learn more about "best practices" of effective teaching. Interns will attend or facilitate at least five Center workshops on teaching and learning that are specifically intended for graduate students who have a current or pending appointment as a teaching assistant. There is no time limit on when these workshops must be completed, but we would encourage Interns to attend all five workshops within one academic year. Watching pre-recorded podcasts of these workshops *does not* count toward the required five workshops.

Applications

There is no calendar deadline for submitting an application; however, before completing a third Center workshop or comparable Center session, prospective Interns should contact the Center to announce his/her intention to apply for an instructional internship. At that time, Center staff will check attendance records to confirm the applicant's prior attendance at two Center workshops. Once prior attendance has been confirmed, the prospective Intern will submit an online application located on the Center's website- http://crte.ucmerced.edu/grants-and-fellowships. Upon submission of this application, a Center staff member will contact the prospective Intern for a consultation to advise the Intern to attend three topic-specific workshops or comparable training sessions. Completion of the five workshops will qualify the TA to receive a $250 honorarium and subsequently to receive one of two certificates.

> *Certificate of Instructional Training*:
> After finishing five Center workshops or sessions, successful Instructional Interns will be eligible to collaborate in presenting two additional workshops or training sessions. Upon completion of this contribution, Instructional Interns will receive a Certificate of Instructional Training. This certificate also qualifies the Intern to earn a certificate of teaching accomplishment thereafter.
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> *Certificate of Teaching Accomplishment*:
> This award is given to Instructional Interns who have led or otherwise have helped to sponsor two additional Center workshops or some other approved events for involvement in a total of 9 Center events. Additionally, to earn this certificate a recipient must have written an article for the Center's Newsletter.

SUMMARY OF INSTRUCTIONAL INTERNSHIP OPPORTUNITIES

To earn a:

A) **$250 Honorarium** - Attend or contribute to five CRTE workshops and/or sessions on teaching & learning. Must submit online application after attending two workshops.

B) **Certificate of Instructional Training** - Complete A) above plus *collaborate* in presenting two additional CRTE workshops and/or sessions on teaching and learning for involvement in a total of 7 workshops.

C) **Certificate of Teaching Accomplishment** – Complete A) and B) above plus

   a. Help to sponsor two additional workshops or sessions for involvement in a total of 9 workshops.
   b. Submit brief article for the CRTE *Newsletter*

Eligibility

All graduate students are eligible to receive an instructional internship that culminates in a $250 honorarium and qualifies candidates for subsequent certificates. Preference for these awards will be given to applicants who are currently teaching or who have received appointments as TAs but have not yet begun teaching. University funding for honorariums may vary each year and therefore may restrict the number of Instructional Internships awarded. Notification of these Instructional Internship awards and certificates will be forwarded to the appropriate School.

For additional information, please contact Juana Dumagan (jdumagan@ucmerced.edu) 228-7950.