

Completion of Teaching Practicum in Absentia for Woodruff School Students

ME/NRE 7757 Teaching Practicum is required for Ph.D. students within the Woodruff School. This course includes lectures and the students must complete education related activities that may include course development and the delivery of lectures. A number of Ph.D. students within the Woodruff School complete their graduate studies at locations outside of Atlanta. Many students conduct research in collaboration with national laboratories and utilize national laboratory facilities for their research. Programs such as the ORNL GO! Program support on-site graduate students through the completion of their degree. Many medical physics graduate students take advantage of courses offered over distance learning while working in hospitals and clinics across the country. It is desired to create a path for such students to complete the teaching practicum if they are not on-campus the semester that they take the course.

- 1) ME/NRE 7757 Teach Practicum lectures will be recorded for viewing by students in absentia.
- 2) Students wishing to conduct their teaching practicum in absentia must develop a plan to complete the teaching practicum with their research advisor. Teaching activities conducted in absentia must be on par with course development and conducting lectures on-campus at Georgia Institute of Technology.
 - a. The teaching practicum plan must be approved by the NRE/MP Chair or the Associate Chair for Graduate Studies.
 - b. The teaching practicum plan must include:
 - i. Description of course developments and lectures that will be conducted including topic, venue, and outline.
 - ii. Schedule for completion.
 - iii. If teaching activities are not conducted at Georgia Institute of Technology, a feedback mechanism is required providing an evaluation of the student's work. Feedback would need to come from an engineering or scientific faculty member at a university or an engineering or scientific professional with a Ph.D. in a related discipline to the topic discussed. If no peer feedback is available, then a video of the lecture or other evidence of the work may be sent to the student's advisor at Georgia Institute of Technology.
 - iv. Lectures or the development of course modules may be conducted for Georgia Institute of Technology courses in absentia via recording or other technical means. If this option is pursued, it must be coordinated with an on-campus faculty member.
- 3) Suitable lecture venues may include:
 - a. Lectures at a university in an undergraduate or graduate level engineering or scientific course.
 - b. Professional level seminars on an engineering or scientific topic.
 - c. Teaching lectures as part of a professional level course to engineering and scientific professionals.