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## Guidance on the Use of 375 and 495 Courses for Graduate Teaching Apprentices

Two course numbers, 375 and 495, are currently used for graduate students who are or will be appointed as teaching apprentices. This memo offers departments guidelines for enrolling students in 375 and 495 courses.

**Course 375** was created in 1982 by the Graduate Council as a mechanism for granting credit to teaching apprentices for their academic activities.<sup>1,2</sup> Under the guidance of a faculty member, students typically receive guidance in preparing lessons and discussing teaching strategies, laboratory protocols, and best practices for examinations. Practicum courses (375) do not count toward the minimum number of units of graduate courses required for master's degrees. Students must have an active Teaching Apprentice appointment to enroll. The campus-wide course description is as follows.

**375 Teaching Apprentice Practicum.** Units: 1–4 (variable). Seminar, to be arranged. Preparation: apprentice personnel employment as teaching assistant, associate, or fellow. Teaching apprenticeship under active guidance and supervision of regular faculty member responsible for curriculum and instruction at UCLA. May be repeated for credit. S/U grading.

The Graduate Council determined that students should receive credit for course 375 commensurate with the percent time of their employment, as follows:

20 hr/wk (50% appointment):	4 units
15 hr/wk (37.5% appointment):	3 units
10 hr/wk (25% appointment):	2 units
5 hr/wk (12.5% appointment):	1 unit

If there are several TAs for a given course and they have different percent appointments, they would all enroll in the same section of 375, but the number of units would vary.

### 495 Courses – Teaching Assistant Training Seminar

Courses with this designation are designed to prepare students for college-level teaching and provide professional development. They do not give credit to students for their actual teaching experience as paid teaching apprentices. They discuss practical and theoretical issues about teaching in a specific discipline. 495 courses do not apply toward minimum graduate course requirements; however, up to 4 units may be applied toward elective credit. The course description must state an organized plan of activities designed to further the student's preparation for and knowledge of teaching and the number of times the course can be repeated for credit. Courses are usually approved for 2 units. The grading basis is S/U only.

<sup>1</sup> **Rationale:** Because students who fulfill instructional responsibilities as teaching assistants, associates, or fellows must be involved in the curricular and pedagogical preparation of a course under the guidance of a faculty member, their experience justifies the granting of graduate (300-level) credit. It is common, for example, for apprentice teaching personnel to be engaged in the preparation of lessons and units of instruction, teaching strategies, laboratory experiments, and examinations. They also read student papers, attend faculty lectures and hold office hours. As part of those responsibilities, apprentice teachers typically meet regularly with faculty and other apprentice teachers to discuss both the substance of the curriculum and appropriate approaches to teaching, learning, and evaluation. The granting of credit to apprentices for these basically academic activities also enables the University to officially record the experience on the student's transcript. This enables a graduate student to both reflect apprentice teaching as part of his/her academic load and to have evidence of teaching experience on his/her record as background for the pursuit of careers as an instructor in higher education institutions. [GUIDELINES FOR THE APPROVAL OF COURSES FOR TEACHING ASSISTANTS, Approved by the Graduate Council on April 16, 1982]

<sup>2</sup> The basis for assigning 375 as the course number is system-wide Academic Senate Regulation **SR740.4:** Professional courses for teachers numbered 300-399, offered in Departments of Education, and in other departments and specially designed for teachers or prospective teachers. Course 495 falls within **SR740.5:** Other professional courses numbered 400-499.