

**UNIVERSITY OF PITTSBURGH**  
**Department of Health and Human Development**

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**HPA 3404: College Teaching Practicum in Health and Physical Activity**

**Day/Time:** TBD

**Credits:** 3

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**DIRECTIONS:** The following procedures are to be followed by the student and the supervising faculty prior to registration for HPA 3404.

**STEP 1:** The student should meet with the faculty member that he/she wishes to teach in order to fulfill the requirement of the College Teaching Practicum. The courses that the student can choose from are listed in the table below.

<b>Courses</b>	<b>Course #</b>
Applied Human Anatomy	HPA 1011
Nutrition & Health	HPA 1485
Human Physiology	HPA 1033
Exercise Physiology	HPA 1042
Obesity and Chronic Disease	HPA 1487
Behavior Change Strategies	HPA 1486

\*NOTE: Doctoral students are not permitted to receive credit for assisting in courses where other doctoral students are enrolled.

\*NOTE: A maximum of 2 students are permitted to assist with a course within the same term.

\*NOTE: The assigned instructor must attend at least 80% of the classes in order to observe the college teaching practicum student. In addition, the instructor listed is responsible for maintaining the high quality of the course and for assigning final grades to students in the course.

\*NOTE: Only 3 credit hours maximum can be assigned to the student and cannot exceed the credit load of the course (e.g. 1 credit course = 1 credit assigned, 2 credit course= 2 credits assigned, etc.)

**STEP 2:** The faculty instructor should use the following criteria to determine the suitability of the student to assist with their course:

1. The student must have completed all requirements of a Master's degree and has applied to and been accepted into the Doctoral Program.
2. The student must have completed a Plan of Study that has been approved by the graduate faculty.
3. The student must have adequate training and knowledge of the subject matter of the course to be taught.

**STEP 3:** The faculty supervisor assists the student in creating/revising the course syllabus, with emphasis on which classes and content will be taught by the college teaching student.

**STEP 4:** The faculty supervisor should develop a plan for observation, supervision, and evaluation of the student. This should be submitted with the form below.

**STEP 5:** The student and the faculty supervisor should submit the “Course Application and Agreement” form to the Chair or Associate Chair of the Department for approval.

**STEP 6:** Detailed documentation of the completed observation, supervision, and evaluation are to be submitted, along with the recommended letter grade, to the Department Chair or Associate Chair prior to the grade submission deadline for that term.

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**UNIVERSITY OF PITTSBURGH DEPARTMENT OF HEALTH & HUMAN DEVELOPMENT**  
**HPA 3404 COLLEGE TEACHING PRACTICUM – COURSE APPLICATION AND AGREEMENT**

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**Directions:** This form is to be completed in cooperation with the supervising faculty and submitted to the Department Chair or Associate Department Chair for approval. If approved, the student can enroll in HPA 3404. In addition, all procedures listed above must be followed prior to registration for the course.

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

**FACULTY SUPERVISOR INFORMATION:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Requested Course to Teach to Fulfill Academic Requirements:

Course name and number: \_\_\_\_\_

CRN #: \_\_\_\_\_ Department: \_\_\_\_\_ Year/Term: \_\_\_\_\_

**DETAILS RELATED TO THE QUALIFICATIONS OF STUDENT, EVALUATION/SUPERVISION METHODS BY FACULTY:**

QUALIFICATIONS OF STUDENT TO TEACH REQUESTED COURSE:

PLAN FOR SUPERVISION/OBSERVATION OF STUDENT BY FACULTY (FACULTY MUST BE PRESENT TO SUPERVISE STUDENT):

PLAN FOR EVALUATION OF STUDENT BY FACULTY:

**SIGNATURES:**

I have read and agree to the above plan for completion of the College Teaching Practicum (HPA 3404).

\_\_\_\_\_  
Student Date Faculty Supervisor Date

\_\_\_\_\_  
Department Chair/Associate Chair Date