

InTeGrate Project at Stanford Agreement, 2015-2016

Welcome to the InTeGrate Project at Stanford School of Earth Sciences. We are happy to be working with you and would like to help make sure that everything goes as smoothly as possible for each of you. To that purpose, we have created this agreement, to be sure that each person involved in the InTeGrate teaching project understands what is expected of them and what they can expect from the different parties involved.

Postdoctoral researchers and advanced graduate students: You should soon be in touch with your faculty mentor to begin discussing how your module will be implemented in their course. You will be expected to attend a 2-day workshop, held on December 11-12, 9am-4pm at Stanford. The first day will provide training in teaching pedagogy and the second day will provide training in the InTeGrate modules. You are expected to meet with your faculty mentor a minimum of 3 times before the course begins. Additionally, we expect you to attend a minimum of one class before you begin teaching module material, in order to familiarize yourself with how the faculty run their course. Note that these are minimum requirements, and we encourage you to do more if needed to be prepared.

As a post-doctoral researcher, you will receive a stipend of \$3000 for your time spent on the InTeGrate program, or as a graduate student, you will receive a stipend of \$2800. We expect that the amount of time spent on the program (2-day workshop, communicating/meeting with your mentor, teaching and prep time) will take up to approximately 120 hours. After you have begun teaching in the classroom, send notification to Angelina Bellamy and you will receive your stipend payment. You will be reimbursed for any travel costs incurred (i.e. mileage and gas if driving, commuter train tickets, etc if using public transport), but you will need to submit any receipts to receive this.

Our faculty partners often have limited budgets for printouts and so any print outs/photocopies that are needed for the course can be done at the Office of Multicultural Affairs (contact Angelina and Tenea for more information).

We expect that you will employ your previously acquired skills together with those gained from the workshop to teach the InTeGrate module to undergraduate students. This opportunity is aimed to develop your career and career opportunities, as well as help facilitate networking opportunities with faculty and other contacts at the partner institution. Angelina Bellamy and Tenea Nelson, of the Office of Multicultural Affairs in the School of Earth, Energy and Environmental Sciences are coordinating the program. If there is something needed, or if a problem should arise with the program, please contact Angelina. At the end of the program, you will be asked to participate in a focus interview to help us learn how you have benefited from the InTeGrate program and how we can improve the program.

Faculty at MSI/2YCs: Your role is to act as a mentor and assist your postdoc/grad student in developing specific skills geared to their target student audience. You are expected to meet with the postdoc/grad student, as much as is necessary, but a minimum of 3 times (at least 2 of these should be in person, but one can be via skype), before the course begins to plan how the module will be implemented into the class. Some suggestions of things to cover in these meetings are:

- Homework: should or can the postdoc/grad student provide any homework in connection to the module material (either in advance of teaching or afterwards). If so, what is an appropriate amount (please provide an example)
- Exam questions: would you like the postdoc/grad student to provide any exam questions to include in end-of-term exams based on the module material. If so, please also provide examples of previous exam questions as a guide to level of difficulty and type of questions you would like.
- Access to online course material: do you have an online course website and will the postdoc/grad student have access to this?

You will receive free in-class instruction by a postdoctoral researcher/advanced graduate student as well as exposure to “ready to go” InTeGrate modules that can supplement your teaching material. We ask that you welcome the postdoc/grad student into your classroom to observe how you run your class. We also suggest that you set aside some time to debrief with the postdoc/grad student after each lesson that they teach in the classroom, to give feedback and discuss what worked well and what could be improved for the next lesson.

Through this collaboration, we would like to create and strengthen the connections between Stanford and your institution. If there are opportunities for furthering this in other ways, please let us know. Angelina Bellamy and Tenea Nelson, of the Office of Multicultural Affairs in the School of Earth Sciences are coordinating the program. If there is something needed, or if a problem should arise with the program, please contact Angelina.

In order to track learning within the course, the InTeGrate National Team have developed a set of pre and post survey tools to be administered to the students at the beginning of the quarter/semester and at the end of the quarter/semester. Your postdoc/graduate student will be able to provide the documents to you. The 2 sets of surveys should take 15-20 minutes total to complete. Student participation is voluntary and anonymous, but we hope that you will encourage them to complete the surveys.

Undergraduate students: We expect to increase exposure of students to the complexity and interdisciplinary nature of real world issues in the geosciences and hope to ignite a greater interest in the STEM disciplines. Undergraduate students will have the opportunity to interact with graduate students/postdocs, who may also be from an underrepresented background, and who can serve as a role model of what is possible to achieve.

Thank you both faculty, postdocs and graduate students for your participation in the InTeGrate program at Stanford. We look forward to working with all of you. Please

sign below, acknowledging that you have read and understand what is expected of your participation in the program. Please send a copy to Angelina (anges@stanford.edu).

I have read the above and agree to the expectations of me during my participation in the InTeGrate program.

Postdoctoral/graduate student researcher signature, date

Faculty signature, date