

CEE 8813 - Teaching Practicum

Fall 2026, Section TP, 3 credits

Instructor

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Office Hours: By appointment. Questions can be asked on MS Teams Chat with no appointment.

Overview

All CEE Ph.D. students are required to complete three semester hours of Teaching Practicum during the course of their doctoral studies. The course consists of two components: lectures and practicum.

Students enrolled in the Teaching Practicum will work closely with a CEE faculty member mentor in many aspects of teaching a course. These aspects may include the preparation and delivery of a limited number of lectures (usually in the presence of the course professor), developing tutorials, evaluation of homework, laboratories, and examinations. The faculty member of record will maintain full responsibility for the course.

Students are encouraged to select a faculty mentor for a specific assignment before the end of the preceding academic term. In general, only one teaching practicum student is allowed per course per semester and the practicum should be in an undergraduate course with greater than 15 students. The mentor can be the student's faculty advisor or another faculty member in CEE. Students should obtain the approval of both the proposed faculty mentor and their advisor. Students that do not have a prearranged assignment will be matched with a course and the mentoring will be given by Dr. Stewart with input from the instructor of record.

Importance of Course

Teaching is an essential element of education. Teaching offers students the opportunity to further their scholarly development by deepening their understanding of their subject matter as they explain concepts. And, they become stewards of the discipline who engage in the dissemination of knowledge. Teaching-related activities are also an excellent way to enhance both personal and professional development. Teaching has been shown to come with an enhancement of communication skills, time management skills, conflict resolution skills, and self-efficacy, to name a few.

Grades

The final grade will be awarded on S/U basis. In order to receive an S grade, students must satisfactorily complete both the lecture and teaching practicum portions of the course.

The faculty mentor will provide input as to whether the student satisfactorily completed the practicum portion. The lecture portion will be evaluated on the satisfactory completion of three assignments and attending lectures with no more than three unexcused absences.

Lecture Component

The lecture portion of the course consists of weekly one-hour sessions focused on many aspects of teaching. In addition to the immediate relevance, the majority of these sessions are designed to provide instruction on key topics that will benefit the student throughout their careers.

Teaching Practicum Component

The students and teaching mentors have the freedom to organize the practicum aspect of this course. Examples of activities of what students could undertake in consultation with their mentor are as follows:

- Prepare and give lectures
- Develop one or more homework sets
- Develop one or more exam questions
- Counsel students with respect to the course material
- Created demonstrations that could be used in class
- Hold review sessions for exams.

It is important for the student to establish their learning objectives as soon as possible. It is critical that the student, in consultation with the teaching mentor, work out what activities will be undertaken as part of the practicum portion of this course. A formal document summarizing the finalized learning objectives will be due at the end of the second week.

Website

The website for the course is <https://canvas.gatech.edu>. Students are expected to check regularly for announcements and are responsible for the material posted.

Participation and Attendance

Attendance and punctuality are basic requirements for an effective discussion and a team-based course. Therefore, each student's frequency and quality of contribution to the class discussion will be assessed and reflected in the class participation score. If you cannot attend a class, it is a courtesy to inform your group and your professor in advance, if possible. Participation counts for a percentage of the final grade. It includes but is not limited to in-class activities, in-class participation, and in-class attendance.

Academic Integrity

The Georgia Tech Honor Code is the standard of conduct for this course. The Honor Code is available at <http://www.honor.gatech.edu/>. You are allowed to work in groups on all homework, but any work you turn in must be written in your own hand and cannot be a direct copy of any other student's work, online solution manuals, or AI. Exams are to be your own work.

Cheating off of another student's exam is unethical and unacceptable. Cheating is a direct violation of the GT Academic Honor Code, and will be dealt with accordingly per Georgia Tech policy. Other examples of cheating include, but are not limited to, bringing unauthorized material to exam, collaborating or sharing notes, talking during exam and using cellphones. Any student suspected of cheating or plagiarism on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

Attendance

In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Dean of Students as soon as possible to

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report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Dean of Students Office and will inform a decision as to whether communication with instructional faculty is appropriate. It is the expectation of the Institute that instructional faculty will honor a request from the Office of the Dean of Students to excuse a medical emergency or illness and allow make up of the work missed, including homeworks, quizzes, presentations, examinations, or other class assignments. All other Georgia Tech approved absences will be honored per the appropriate policy.

Accommodations for Students with Disabilities

The Georgia Institute of Technology has policies regarding disability accommodation, which are administered through The Office of Disability Services. <http://disabilityservices.gatech.edu/>. For students with disabilities, please contact this Office to request classroom accommodations. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

Student-Faculty Expectations Agreement

At Georgia Tech, we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. The Student-Faculty Expectations articulate some basic expectations that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, I encourage you to remain committed to the ideals of Georgia Tech while in this class.