**Memorandum of Agreement for Collaborative Teaching Fellowship**

***For PhD students and Postdoctoral Fellows at Johns Hopkins University and the University of Maryland, Baltimore***

The Collaborative Teaching Fellows program provides PhD students and Postdoctoral Fellows at Johns Hopkins and the University of Maryland hands-on teaching experience with mentorship and coaching from teaching faculty at local host institutions. Experiences range from guest lectures to lead instructor for one course. These experiences prepare trainees for their future academic positions.

This Memorandum of Agreement describes the general terms and conditions under which the Thesis Mentor or Principal Investigator agrees the Ph.D. Degree Candidate or Post-doctoral Research Fellow can participate in the Collaborative Teaching Fellowship program.

CT Fellow Home Institution (check one) □ University of MD-Baltimore □ Johns Hopkins University

Thesis Mentor/Principal Investigator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ph.D. Candidate/Post-Doctoral Research Fellow Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above parties agree to the following terms and conditions:

1. The Ph.D. Degree Candidate/Post-doctoral Research Fellow may accept a Collaborative Teaching Fellowship under the guidance and mentorship of a professor at the participating host institution. As time varies greatly by the position, we strongly encourage the potential fellow to talk directly with their PI and to bring the specific position descriptions that they are interested in considering to their PI to discuss in detail before submitting their application and this MOA.

Please check level of engagement of the teaching activities that the mentee may participate in (As opportunities vary across host institutions, please **check all** possible options that may be considered):

□ Attend pedagogical training workshops

□ Guest Lecture

□ Help co-teach a semester long course

□ Help assist a lab section

□ Lead instructor for a semester long course

□ Lead lab instructor for a semester long course

□ Participate during the upcoming fall semester

□ Participate during the upcoming spring semester

□ Participate in teaching related activities during the work-week

□ Participate in teaching related activities during the evenings/weekends

1. The CT Fellowship will begin on or about \_\_\_\_\_\_\_\_\_ (date) and end on or about \_\_\_\_\_\_\_\_\_ (date).

**Ph.D. Degree Candidate/Post-doctoral Research Fellow**

I agree with the above description of the Collaborative Teaching Fellowship and agree that the collaborative teaching fellowship will not pose a conflict of commitment with my research responsibilities. I agree to represent the Collaborative Teaching Fellows program in a professional manner and meet commitments agreed upon with my teaching mentor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 **Name Signature Date**

**Thesis Mentor/Principal Investigator**

I agree with the above description of the Collaborative Teaching Fellowship and I agree that the proposed collaborative teaching fellowship will not pose a conflict of commitment with the student’s / post-doctoral research fellow’s primary responsibility to complete his/her graduate education or post-doctoral research project.

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 **Name Signature Date**