ANAT 6910, Teaching Practicum
Course Request Form

ANAT 6910, Teaching Practicum, is a required course in the MSMHA curriculum. This course requires instructor and academic advisor permission prior to student registration. Expectations for the student’s role and responsibilities should be clearly articulated prior to enrollment in the Practicum.

Instructions:

1. Complete the ANAT 6910 Teaching Practicum Request Form below.
2. The Student and the instructor/faculty Practicum sponsor review the ANAT 6910 Teaching Practicum Guidelines and Information below.
3. Obtain the signatures from the instructor/faculty Practicum sponsor and your faculty academic advisor.
4. Submit signed form to the MSMHA Program Administrator for further processing.
5. Once all signatures are secured, the MSMHA Program Administrator will email the student the permission number in order to register for the course.
6. The student is then responsible for signing up for the class prior to the posted add/drop deadline.
7. The original form will be placed in the student’s file.

It is the student’s responsibility to make the request for the Teaching Practicum prior to the start of the semester. As several signatures are required in order for the form to be processed, it is highly recommended that this process be started early in the registration period.

ANAT 6910 Teaching Practicum Guidelines and Information
(Students must check each item below, indicating that the student has read the guideline)

☐ ANAT 6910, Teaching Practicum, is graded on a pass/fail basis.

☐ ANAT 6910 may be taken for a maximum of 3 credits (1 credit is required, 2 credits may be used toward MSMHA electives).

☐ A maximum total of 6 credits of ANAT 6910, Teaching Practicum, AND ANAT 6840, Independent Study, combined may be used to satisfy MSMHA electives.

☐ Tuition will be refunded for the required 1 credit of ANAT 6910, approximately 3 weeks following the add/drop date of the semester of enrollment. Tuition will not be refunded for students electing to enroll in more than the required 1 credit of Teaching Practicum.

☐ 1 credit of ANAT 6910 is approximately equivalent to 45 hours of preparation and teaching.

☐ Students are required to submit a Reflective Paper to the Practicum faculty sponsor the Monday of final exam week.

☐ The completed ANAT 6910 Teaching Practicum Request Form with all three required signatures must be submitted to the Program Administrator no later than the first day of classes of the semester of enrollment.

☐ Submission of this form to the Program administrator does not enroll the student in the course. The student will be provided with a registration code to enroll in the course. It is the student’s responsibility to add the course to his or her schedule prior to the add/drop deadline.

Updated December 26, 2013
# ANAT 6910 TEACHING PRACTICUM REQUEST FORM

*Required for student enrollment in ANAT 6910*

<table>
<thead>
<tr>
<th>Please print or type</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>UC Denver Email Address</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Units/Credits</td>
</tr>
</tbody>
</table>

Please indicate the course you will be teaching:

Please explain your teaching role, responsibilities, required preparation and expectations:

**Signatures:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor/Faculty for Course</td>
<td>Date</td>
</tr>
<tr>
<td>Academic Advisor **</td>
<td>Date</td>
</tr>
</tbody>
</table>

**To Be Completed by Program Administrator:**

| Permission Number | Date Permission Number Assigned: |

**if the instructor for the course is the same as your assigned academic advisor, this line should be signed by the Chair of the Curriculum Committee**

Please return completed form to the MSMHA Program Administrator in order to obtain the required permission number for registration.