



STUDENT NAME \_\_\_\_\_

PEOPLESOFT ID \_\_\_\_\_

LOCAL PHONE \_\_\_\_\_

PITT EMAIL \_\_\_\_\_

MAJOR \_\_\_\_\_

PLANNED GRADUATION DATE  August  December  April Year \_\_\_\_\_

WHEN WILL YOU EARN THESE CREDITS?

TERM  Fall  Spring  Summer Year \_\_\_\_\_

HOW MANY CREDITS WILL YOU COMPLETE?

5hrs/wk = 1cr = 70 hours/semester

Hours/Week = \_\_\_\_\_ Number of Credits = \_\_\_\_\_

FACULTY SPONSOR \_\_\_\_\_

COURSE (Lecture/Lab) \_\_\_\_\_

**STUDENT RESPONSIBILITIES:**

Lecture:	Lab:
<input type="checkbox"/> Attend each lecture session	<input type="checkbox"/> Attend each lab session
<input type="checkbox"/> Attend organizational meetings as scheduled	<input type="checkbox"/> Attend organizational meetings as scheduled
<input type="checkbox"/> Hold office hours	<input type="checkbox"/> Hold office hours
<input type="checkbox"/> Facilitate recitation	<input type="checkbox"/> Set up lab each week
<input type="checkbox"/> Participate in review sessions	<input type="checkbox"/> Participate in pre- and post- equipment inventory
<input type="checkbox"/> Facilitate peer study sessions (Bio-In-the-Dorms)	<input type="checkbox"/> Maintain lab equipment and materials
<input type="checkbox"/> Develop written materials (handouts, exam questions)	<input type="checkbox"/> Develop/test lab protocols
<input type="checkbox"/> Proctor exams	<input type="checkbox"/> Preform notebook checks
<input type="checkbox"/> Write a summary reflection paper	<input type="checkbox"/> Proctor quizzes
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**FACULTY RESPONSIBILITIES:**

(Describe how the student will be supervised and evaluated.)

Meeting Frequency: \_\_\_\_\_

Evaluation methods:

- Observation
- Evaluation of written work
- Other:

For instructions on how to submit the completed form: <https://www.biology.pitt.edu/AdvisingHowTo>

Student Signature: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_