



STUDENT NAME \_\_\_\_\_  
 LOCAL PHONE \_\_\_\_\_  
 MAJOR \_\_\_\_\_

PEOPLESOFT ID \_\_\_\_\_  
 PITT EMAIL \_\_\_\_\_  
 PLANNED GRADUATION DATE \_\_\_\_\_  
 August  
 December Year \_\_\_\_\_  
 April

WHEN WILL YOU EARN THESE CREDITS?  
 \_\_\_\_\_  
 Fall  
 TERM  Spring Year \_\_\_\_  
 Summer

HOW MANY CREDITS WILL YOU COMPLETE?  
 3hrs/wk = 1cr = 45 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: [Advising How-To-Enroll](#)

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