



STUDENT NAME \_\_\_\_\_ PEOPLE SOFT ID # \_\_\_\_\_

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

TERM:   
           Fall \_\_\_\_\_ YEAR: \_\_\_\_\_ HOURS/WEEK \_\_\_\_\_ # of CREDITS \_\_\_\_\_  
           Spring \_\_\_\_\_ (~5/wk = 1 credit) \_\_\_\_\_ (H/S/U Grade Only) \_\_\_\_\_  
           Summer \_\_\_\_\_

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

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

**STUDENT RESPONSIBILITIES:**

<b>Lecture:</b>	<b>Lab:</b>
<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"/> Perform 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: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Faculty Initials: \_\_\_\_\_

For instructions on how to submit a completed form, go to this website:  
<https://www.biology.pitt.edu/undergraduate/forms#SpecialtyEnrollmentForms>