

TEAM: Course Instructor Outline

Thank you for being a part of the Tomlinson Engagement Award for Mentoring (TEAM) program, a successful initiative of the Tomlinson Project in University-Level Science Education (T-Pulse). The TEAM program was conceived as a means of enhancing the undergraduate learning experience by arranging for undergraduate peer mentors. To help you make the most of your TEAM experience, we have provided a list of recommendations. **To start with, please personally meet with each prospective TEAM student.**

Before the semester begins:

Plan the activities in which your TEAM student(s) will be participating. Their planned tasks should not exceed the recommended 25-30 hours (about 2 hours per week). They receive a \$300 untaxed award for their efforts. Please note that many students are very enthusiastic and will often exceed the recommended hours. Other students may be unable to spend any additional time and might be hesitant to tell you.

TEAM students are not supposed to be replacements for TAs but should be used as mentors in creative ways to support classroom learning. Some examples are one-on-one or group peer tutoring, monitoring discussion boards, answering emails, making up tutorial or practice exam questions, and developing new materials to enhance course instruction and assessment. Please refer to TEAM awardees consistently report satisfaction in being able to help fellow students. Also, it is wise not to refer to the TEAM people as “TAs” as we do not wish to have any administrative overlap with McGill’s TA program.

Eligibility: In order to qualify for the award, your TEAM students must be undergraduate students registered in a degree program in the semester in which they are to receive their award.

At the beginning of the semester:

Contact your TEAM students when we have confirmed your application to let them know that they have been chosen to be a TEAM member. Ensure that communication is in place between TEAM students, TAs and you, the course instructor. *Strongly* encourage your TEAM group to attend the 75 - minute workshop on techniques for the classroom put on by a group of Tomlinson Fellows (trained graduate students). There will be an announcement given in time for them to attend. We also highly recommend that you remind TEAM mentors to set up direct deposit in Minerva. Not doing so can result in payment delays.

Make sure the TEAM students clearly understand their role for the semester.

Introduce the TEAM students by name to the class at the beginning of the semester (either in person or on a slide summary). Make sure to validate them as a reliable source of information to class members. Ensure the students know how to contact the TEAM students by email.

At the end of the semester:

We will contact you towards the end of the semester to ask for your authorization to process the TEAM awards for your course. Please reply as quickly as possible, because the TEAM students will not be paid until you let us know. It would also help to remind them about setting up direct deposit.

Please reply to any requests for feedback because we are always trying to improve the program.

Enjoy the TEAM experience!

For further information, please contact Professor David Harpp at david.harpp@mcgill.ca, and/or Tomlinson Project tomlinson.project@mcgill.ca. Tel.: 514-398-7026. Additional details about the TEAM program can be found at [Tomlinson Engagement Award for Mentoring \(TEAM\) | T-PULSE - McGill University](#).