

Mills College – Academic Records
Graduate Teaching Practicum Registration Form

MILLS

1. In accordance with federal regulations, all students enrolled in a teaching practicum are required to complete online Family Educational Rights and Privacy Act (FERPA) training for continued access to Canvas. Students will be dropped from the TP course if FERPA training is not completed within two weeks of notification. The FERPA training assigned will be issued under a separate email after registration in the TP course.
2. These courses are restricted to students who have appropriate background and proven ability, as determined by the faculty supervisor.
3. All students who wish to be a teaching assistant are required to be registered in the Teaching Practicum course (numbered 277). Access to Canvas materials is granted once you are registered in the class.
4. Students enrolled in teaching practica are not permitted course overloads.
5. Consult with your dept to determine the maximum amount of teaching practica credit can count toward the degree.
6. Students may take no more than 4.0 credits of teaching practica in any one semester.
7. Students may not concurrently enroll in the course for which they are doing a teaching practicum.
8. Teaching practica are available for letter grade. Audit is not an option. The course can be taken for zero credit, however, a grade is required.

SECTION I

Mills ID: _____ Term/Year: _____

Name: _____
Last First M.I.

Phone Number: _____ Email Address: _____

SECTION II

Select one: Taking for Credit. Enter credit value (0.0 to 4.0): _____

List the course for which you will be doing a Teaching Practicum.

CRN	Dept	Number	Section	Title of Course
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SECTION III

In consultation with the instructor for the academic course, describe in the space below the proposed workload for the Teaching Practicum:

Academic Records Use Only:

SCACRSE (unit value) SSASECT 177 CRN: _____ SSAXLST XL: _____ SFAREGS

Processed by: _____ Date: _____ Notes: _____

SECTION IV

Attestation: By signing this form, I acknowledge and understand the following:

- FERPA prohibits the disclosure of a student’s “protected information” to a third party. This disclosure is prohibited whether it is made by hand delivery, verbally, fax, mail, or electronic transmission.
- If I have questions about sharing information regarding a student's educational record, I should contact my supervisor and/or the Registrar for more information prior to sharing any details.
- If a parent, partner, supervisor or anyone except the student contacts me regarding a student's educational record, including but not limited to, if they are enrolled in my class, if they are attending, their grades, class schedule or other private information, I will refrain from sharing any information and direct them to the Registrar if they have questions regarding FERPA.
- I can only share information with a student if they use their official Mills email address. If a student emails you from a non-Mills email address, ask them to resubmit the request via their Mills email.
- Noncompliance or a violation of FERPA may result in student conduct action, including expulsion.
- **Continued access to Canvas and student educational records is contingent upon completing the online FERPA training within two weeks of notice.**

Required Signatures

Student (Print): _____ Signature: _____ Date: _____

Faculty Supervisor (Print): _____ Signature: _____ Date: _____

Department Head (Print): _____ Signature: _____ Date: _____

Academic Records Use Only:

SCACRSE (unit value) SSASECT 177 CRN: _____ SSAXLST XL: _____ SFAREGS

Processed by: _____ Date: _____ Notes: _____