**MD-PhD Student Teaching Requirements.** The Teaching Fellow Program is the principal framework at Yale in which graduate students learn to become effective teachers. Learning to teach and to evaluate student work is fundamental to the education of graduate students. The Graduate School requires that all students who teach be in good academic standing.

The majority of graduate programs that MD-PhD students affiliate with for the completion of their PhD require the successful completion of one or more Teaching Fellow (TF) assignments (described below) as a degree requirement. Since each department or program defines its own teaching requirement (both the TF level and the number of terms or TF units required), you must check with the DGS in the department in which you affiliate to review that program’s teaching requirements. In addition you should consult with your DGS about the timing of any required TF assignment within your doctoral studies and get recommendations of courses that would be appropriate to satisfy the TF requirements.

- MD/PhD students must pass the Qualifying Exam prior to teaching.
- You may not perform “optional” teaching to gain additional experience and earn additional income until your teaching requirement is completed.

**Please inform Cheryl if you are teaching, and provide the following information:** 1) if the teaching is for requirement (Priority Teaching) or if you have already satisfied your teaching requirement; 2) the department for which you are teaching; 3) the contact name within the department; 4) the teaching level; 5) the name of the course; and 6) the course registration number (CRN), if known.

During any semester in which you are fulfilling your program’s teaching requirement, a portion of your standard departmental stipend will be provided by the Teaching Fellow Program. You may note that while serving as a TF, that portion of your paycheck provided by Teaching Fellow Program will be subject to IRS tax withholding. Thus, your net stipend disbursement will be different than your standard stipend. Please check the following web site for information concerning withholding and taxes: [http://www.yale.edu/graduateschool/financial/taxes.html](http://www.yale.edu/graduateschool/financial/taxes.html)

Changes have been made to the Teaching Levels – there are two types: TF10 - $4,000 per semester; and TF20 - $8,000 per semester.

If you decide to serve as a TF after completing your required teaching, you will be paid above your standard stipend according to the level of the TF assignment as described below.

- If you are engaged in teaching, as a full-time student, you are permitted to work up to a maximum of 10 hours per week. Compensation for any teaching must be scheduled and payments made through the MD/PhD Office.

**Summary Points:**
- Students must be affiliated with a Ph.D. department in order to teach
- Each PhD department defines its own teaching requirements; meet with the DGS
- Money earned from teaching is subject to tax withholding
- You may not perform “optional” teaching to gain additional experience and earn additional income until your teaching requirement is completed
- Information on the semester in which you will teach, the course, and TF level should be provided to Cheryl as soon as you have confirmed you will be teaching.

Typically, students are able to choose among many teaching opportunities including courses offered through the School of Medicine, Yale College or the Graduate School.
**Teaching Fellow Levels and Descriptions**

**Grader without Contact.** Such graders normally grade exams and homework but do not hold office hours, discussion sections or help sessions. These are the only assignments that do not require the teaching fellow to have met the English proficiency requirement.

**Grader/Tutor.** Students serving in these positions may undertake a wide variety of activities. They may grade exams, papers, homework, or problem sets and meet with students for office hours and help sessions. They may also work with students in language and other classes as tutors who supplement the daily in-class meetings. Again, the type of tutoring varies according to the discipline in which it takes place.

**Discussion Section Leader.** Students across the disciplines lead one or two discussion sections for lecture classes per week. Discussion section leaders are expected to meet with the faculty leading the course once per week, and may attend lectures, grade papers, homework, problem sets and exams, and hold office hours. Sections may not normally exceed 18 students but in practice, many sections have enrollments of 15 or fewer students.

**Lab Leader.** Lab assignments occur most frequently in the sciences. Such teaching fellows may run lab sections for lecture classes. Lab leaders are expected to meet with the faculty leading the course once per week and may attend lectures, and grade papers, homework, problem sets and exams. Lab sizes vary widely depending on the discipline.

**Part-time Acting Instructor (PTAI).** PTAIs conduct sections of introductory courses or advanced seminars, normally seminars in their special fields. All PTAIs are supervised by faculty. In the case of multi-section introductory courses, the supervision often includes the use of a common syllabus and examinations. PTAI assignments may be made only at the TF20 level

Again, each student should consult with the DGS to determine which courses are acceptable for fulfilling their teaching requirements prior to accepting a TF position. This is important because teaching is an essential component of your academic training and will be part of your CV when looking for positions in the future. Should you have additional questions, you may also contact Howard El-Yasin, Assistant Director, Teaching Fellows Program (203) 432-2757 (howard.el-yasin@yale.edu).