# Unpaid Teaching Experience for Fully Funded Students

Graduate students may engage in a mentored teaching experience without appointment to an assistantship when the teaching is in fulfillment of a degree requirement and when the student has simultaneous fellowship funding from another source that meets or exceeds the defined assistantship minimum  per GAP 7.3.1 Assistantships: Unpaid Teaching Experience for Fully Funded Students Assistantship Policy.

In addition to entering the fellowship stipend and tuition in GFS, the Supervisor name, Location, and Course Number and Name must be entered in the Assistantship tab using the Mentored Teaching Experience checkbox.

When an Assistantship Type related to Teaching is selected (CA, TA, etc.) the Mentored Teaching Experience checkbox becomes available.



Use of the Mentored Teaching Experience checkbox is only appropriate if the student will not be appointed to an assistantship, is fully funded on fellowship, and is listed in any teaching capacity in Coursedog.

When the Mentored Teaching Experience box is checked you will be asked to agree to the following statement:



You will also need to enter a Supervisor name, Location, and Course Number and Name.

**Supervisor (required):** You can search for a supervisor by clicking on the magnifying glass next to the field.   If there is more than one supervisor, please choose a primary supervisor for that term.  If there will be a new supervisor each term, enter the quarterly assistantships on separate aid lines.
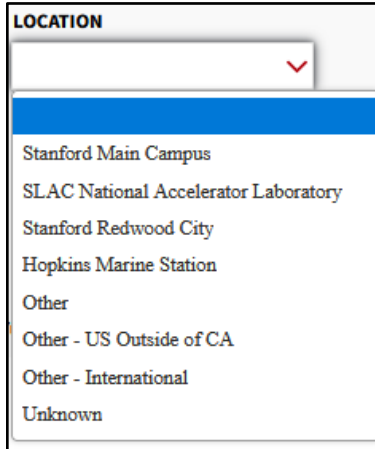
## Supervisor Lookup

Search by keyword  🔍

+ Advanced Search

Search Filters

First Name                    Clear

Last Name                     Clear

Employee Id                   Clear

Sunetid                       Clear

Department                    Clear

Title                         Clear

[Search]   Clear All

[Select Other]

Search by any of these fields. Anyone with an active SUNet ID is available through this search.

If the supervisor has not yet been designated, you can click on the "Select Other" button. *You will need to update the supervisor information when you have it.*
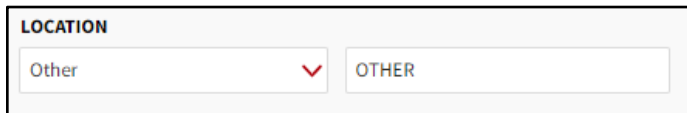
[Search]   Clear All

[Select Other]

Select Other if you do not know the supervisor. Update when you have the information.

**Location (required):** You can select from the options in the drop-down menu.



When you select Other, another field will appear; you can enter the specific location in the second textbox.



*If you select Unknown for the location, you will need to come back to update the information once it is known.*

When the job location is outside of California or international, please keep in mind that Stanford is required to comply with all employment laws for the state or country where the work is being performed.  Please review Payroll for Employees Working Outside of California to ensure all requirements have been met.

**Course Number and Name:** You can search for the course by clicking on the magnifying glass next to the field. The search information is based on data from Coursedog.

**Course Lookup**

Search by keyword 🔍

+ Advanced Search

Search Filters

Course Id            Clear

Subject Area         Clear

Catalog Number       Clear

Class Number         Clear

Class Section        Clear

Course Title         Clear

[Search]    Clear All

[Select Other]

The search allows you to use various criteria depending on the information available to you. You can search by Subject Area (e.g., BIO) and Catalog Number (e.g., 45). For courses with both lecture and discussion sections, you can further filter by Class Number or Class section to find the specific class.

If the student's appointment is not associated with a specific course, or if the specific assignment is not yet known, you can click "Select Other."  A text box will appear; you can enter specific information here.  I*f you choose other because the specific course is not yet known, you will need to come back to update the information once it is known.*

**COURSE NUMBER AND NAME**

Other   🔍

**For all fields**:  To update information in a field after the aid line is approved, you will need to edit the aid line and make the changes to the field(s) then resubmit it for approval.

### Need More Help?
If you need assistance with GFS, please submit a GFS Service Request.