

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.

The screenshot shows a form with the following fields and options:

ENTRY	AID SEQUENCE	IDENTIFIER	ASSISTANTSHIP TYPE	DISBURSEMENT PLAN	MENTORED TEACHING EXPERIENCE	HRS PER WEEK	MIN PAY PERIOD AMOUNT
	AST003	Test	CA-Course As	Qtr Aut-Autur	<input type="checkbox"/>		
PAY PERIOD AMOUNT	START DATE	END DATE	TERMINATION DATE	ASSIST TOTAL	PAY ORG	INFO ONLY (SLAC)	
	10/01/2024	12/31/2024	MM/DD/YYYY			<input type="checkbox"/>	
SUPERVISOR	LOCATION	COURSE NUMBER AND NAME					
	Stanford Main Campus						
JOB TITLE							
CA-							

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:

Confirmation

By checking the box for Mentored Teaching Experience, I confirm that the student may be engaged in a mentored teaching experience without an appointment to a TA position per [GAP Assistantship Policy](#). I have verified that the student is in a graduate degree program that requires its students to have teaching experience as part of their academic and professional training and is simultaneously funded at a level that meets or exceeds the defined assistantship minimum by another appropriate source of funding.

Ok

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.

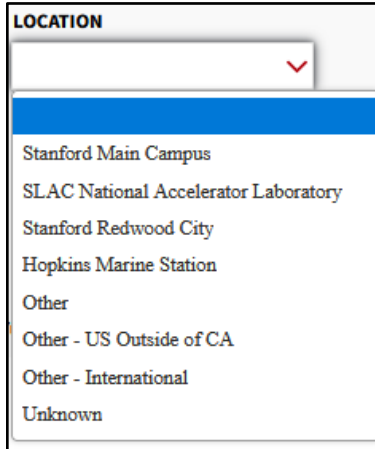
The screenshot shows a web form titled "Supervisor Lookup". At the top is a search bar with the placeholder text "Search by keyword" and a magnifying glass icon. Below the search bar is a link for "+ Advanced Search". Underneath is a section labeled "Search Filters" containing seven input fields, each with a "Clear" button to its right: "First Name", "Last Name", "Employee Id", "Sunetid", "Department", and "Title". At the bottom of the form are two buttons: a purple "Search" button and a "Clear All" link, and a purple "Select Other" button.

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.*

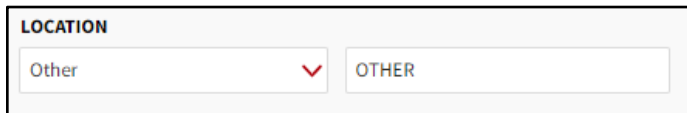
This close-up shows the "Search" and "Select Other" buttons. The "Search" button is purple with white text, and the "Clear All" link is in purple text. The "Select Other" button is also purple with white text. A mouse cursor is pointing at the "Select Other" button. Below the buttons is a tooltip box with the text: "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.



The image shows a form field titled "LOCATION" with a dropdown menu. The dropdown is open, showing a list of location options. The first option, "Stanford Main Campus", is highlighted with a blue background. The other options are: "SLAC National Accelerator Laboratory", "Stanford Redwood City", "Hopkins Marine Station", "Other", "Other - US Outside of CA", "Other - International", and "Unknown". A red checkmark is visible in the top right corner of the dropdown menu.

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



The image shows the "LOCATION" form field with the dropdown menu set to "Other". To the right of the dropdown is a text input field containing the word "OTHER".

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

Clear All

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. *If 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](#).