

Teaching Requirement

Molecules, Cells and Organisms Training Program

Department of Molecular and Cellular Biology

➤ Requirement

All graduate students in the MCO Ph.D. program are required to teach at least one course. Additional classes may be taught with approval from the research advisor, DAC, and the MCO DGS. The teaching requirement is ordinarily fulfilled by the end of the second year of study.

The MCO teaching requirement is designed to provide students opportunities to teach an introductory undergraduate course with a good amount of independent section teaching or another course that is discussion-based, containing more advanced material. When Harvard graduate students teach, they are appointed as "Teaching Fellows" ("TFs")

➤ Obtaining a Teaching Position

Most Teaching Fellow (TF) positions are determined during the late spring for the upcoming academic year. The process for obtaining a TF position is as follows:

1. Graduate Students should contact the instructor and/or Curriculum and Pedagogy Manager (CPM) for the individual course(s) they are interested in teaching.
2. If you plan to teach for an introductory MCB undergraduate course with independent lab/section teaching, you will be invited to an interview. Interviews are likely to take place during the first three weeks of May. Check with the instructor/CPM for instructions.
3. If you plan to teach for an upper-level course, you should contact the instructor directly for the individual course(s) you are interested in teaching.

Please submit your signed TF application by May 31st to Katie Scrocca. The TF application may be found at: <https://www.mcb.harvard.edu/job-opportunities/teaching-positions/>

➤ Kinds of Courses

1. **Introductory Courses:** The following courses are included in this category and involve a good deal of independent section and/or lab teaching: **LS 1a, LS 1b, LPS A, MCB 60, and MCB 80**. Other courses that can be used to fulfill this requirement include **OEB 10, SCRB 10, SCRB 20, and MCB 100**. If you are interested in teaching in one of these courses, you must contact the CPM directly.
 - MCB 100 is a special laboratory course that immerses students in a dynamic project-based research environment. TFs are normally drawn specifically from faculty labs that contribute projects to the course. This arrangement is worked out between the project faculty member and the student.
2. **Upper-Level Courses (MCB 65, 68, and 100- and 200- Level)**
If you would like to teach in an upper-level course, you should contact the course head directly. Some faculty members list teaching positions on departmental Websites; others are advertised through word-of-mouth; and others post flyers around campus. If you plan to teach in an MCB upper-level course **you must obtain confirmation from the course head in advance and fill out the TF application and submit it to Katie Scrocca.**

✓ What Else?

1. You must submit a completed and signed Teaching Fellow Application Form to Katie Scrocca in the MCO Graduate Program Office (scrocca@fas.harvard.edu) **well before the semester begins** so that your teaching appointment may be processed in a timely manner and you receive the appropriate compensation.

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2. If you are considering teaching a course outside of MCB/Life Sciences, you must obtain prior approval from the MCO program. Please contact Lindsay Guest (lindsayguest@fas.harvard.edu)
3. All teaching assignments are contingent upon sufficient course enrollment. If the enrollment is less than expected, the Department will make every effort to help you find a teaching position in another course. For example, if a graduate student has been hired to teach for MCB ### and only 4 students enroll then it is possible that a teaching position may not be supported by the Office of Undergraduate Education (OUE).