



Normative 03/2018 PPC/Unifesspa

Establishes criteria for the Teaching Internship discipline for students enrolled in the Postgraduate Program in Chemistry at Unifesspa, in accordance with CAPES Ordinance No. 76/2010.

CHAPTER 1 OBJECTIVE

Art. 1 - The teaching internship is an integral part of the graduate student's training, aiming at preparation for teaching, and the qualification of undergraduate education being mandatory for all students enrolled in the PPC. The objectives of the PPC/Unifesspa Teaching Internship are:

- § 1 - provide means for the integration of undergraduate and graduate education;
- § 2 - prepare the graduate student for teaching in higher education;
- § 3 - contribute to the improvement of undergraduate education through new practices and pedagogical experiences;
- § 4 - provide greater dedication of the student to the Graduate Programs.

CHAPTER 2 PARTICIPANTS

Art. 2 - The teaching internship activities will involve students regularly enrolled in the Postgraduate Program in Chemistry at Unifesspa, working in subjects and/or other undergraduate teaching activities under the responsibility of Unifesspa Units, with content compatible with their area of study/research and the Graduate Program in which they are enrolled.

Single paragraph: The student may undertake the Teaching Internship at another IFES and/or Unifesspa Unit, provided that the supervising teacher is affiliated with the PPC/Unifesspa.

CHAPTER 3 PERIOD OF PERFORMANCE

Art. 3 - Master's and Doctoral students must take the course in the 2nd or 4th semester of the program.

§ 1 - The minimum duration of the Teaching Internship will be one semester for Master's students and two semesters for Doctorate students.

§ 2- The minimum total workload for the teaching intern shall be thirty (30) hours for Master's students and sixty (60) hours for Doctoral students.

§ 3 - Simultaneous teaching internships by two students in the same subject are prohibited.

Art. 4 - The Teaching Internship will be developed from the elaboration of the graduate student's activity plan, together with the professor responsible for the course.

§ 1 - The functions of the student in teaching internship must be defined in the activity plan referred to in this regulation.

§ 2 - The activities of students in teaching internships in the subject(s) will be supervised by the professor of the undergraduate course.

Art. 5 - It will be the responsibility of the undergraduate course professor, the subject of the internship, to handle academic records and other tasks inherent to the execution of their course.

CHAPTER 4 ATTRIBUTIONS Professor Coordinator

Art. 6 - Each semester, the Graduate Program Board will appoint a professor coordinator for the course, who will be responsible for:

§ 1 - disclose the discipline;

§ 2 - establish dates for undergraduate course instructors to express interest in having the collaboration of a scholarship student and for students to express interest in taking the course (via enrollment);

§ 3 - organize and guide students in undergraduate courses, each performing their activities under the guidance of a professor of an undergraduate course, called a course advisor, who has expressed interest in the involvement of graduate students.

§ 4 - approve, via the coordinator's opinion, the work plans;

§ 5 - guide the subject advisors and postgraduate students regarding any unforeseen events that may occur during the course;

§ 6 - receive, at the end of the semester, from the subject advisors, the evaluation of the students' performance, with the final grade, and send it to the Course Board for recording.

Advising professor of the subject

Art. 7 - The functions of the guiding teachers of the subject:

§ 1 - prepare a work plan according to the model form, which is attached;

§ 2 - submit this form, for approval, to the course coordinator, according to the stipulated schedule;

§ 3 - monitor the execution of the plan prepared;

§ 4 - evaluate the student's performance and assign them a final grade.

Student's assignments

Art. 8 - The student must follow the work plan prepared and submit a final activity report. The work plan may include the following activities:

§ 1 - prepare and present thematic; seminars

§ 2 - teach theoretical and/or practical classes up to a maximum of 30% of the total workload of the subject linked to the work plan;

§ 3 - prepare teaching material, including resources for the implementation of distance learning, if necessary;

§ 4 - prepare and accompany practical; classes

§ 5 - draft manuals/protocols/procedures for operation and use of scientific equipment;

§ 6 - apply and correct exercises;

§ 7 - coordinate directed studies and group work

§ 8 - occasionally assist students outside the classroom.

CHAPTER VII OF THE FINAL PROVISIONS

Art. 9 – In case of suspension of the “Teaching Internship” or failure of the final report, the PPC Collegiate will assess the convenience or not of allowing the student to re-enroll in the subsequent semester, without loss of the scholarship.

Art. 10 – The Postgraduate Program in Chemistry Board must send correspondence to the Institutes and to the boards of the undergraduate courses affected by this discipline, informing which courses of the

undergraduate courses will have the participation of graduate students, with the names of such students.

Art. 11 – Participation in the teaching internship does not create an employment relationship of any kind with the Universidade Federal do Sul e Sudeste do Pará.

Art. 12 – The omitted cases in this Normative will be resolved by the Congregation of PPC/Unifesspa, respecting the current legislation and the institutional norms pertinent to the subject.

Art. 13 – It will be at the discretion of the PPC/Unifesspa Collegiate to create a committee for the evaluation and periodic review of this Regulation.

Art. 14 – This Normative comes into force on the date of its publication, revoking the contrary provisions, especially the Superior Resolutions.

Coordination of the Postgraduate Program in Chemistry - Unifesspa, on August 13, 2018.

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