Teaching Experience Requirements for Faculty
Teaching Methods Courses or Supervising Interns

Alabama State Department of Education Policy:

290-3-3-.01(34) Recent P-12 Experiences Requirement reads as follows:

(a) Faculty who teach methods courses or supervise interns for teaching field programs and who have not
been employed in a P-12 setting within the most recent five-year period shall use either of two options to
meet the professional experience requirement:

1. Substitute teach, co-teach, or guest teach in an appropriate P-12 classroom.
2. Teach methods courses that include model lessons or demonstration classes in P-12 schools.

(b) At a minimum, faculty who supervise interns for instructional support programs and who have not been
employed in a P-12 setting with the most recent five-year period shall shadow a highly effective P-12
practitioner in the area of instructional support for at least 10 clock hours per semester. This requirement
is effective spring semester, 2010.

290-3-3-.02(7)(j) At a minimum, faculty who supervise interns for instructional support programs and who have not
been employed in a P-12 setting in the area of instructional support within the most recent five-year
period shall shadow a highly effective P-12 practitioner in the area of instructional support for at least 10
clock hours per semester. This requirement is effective beginning spring semester, 2010.

Thus, a faculty member who does not meet this requirement will not be eligible to teach methods courses or
supervise interns.

Recording Faculty Teaching Experiences in FAR:

The teaching experiences are to be recorded in FAR under the Teaching – Other Teaching Activities tabs. Specific
directions for entering these activities are as follows.

1. Go to http://far.ua.edu and log into the FAR system.
2. Under the Activity Manager menu on the left side of the screen, choose “Teaching.”
3. Click on the blue “Other Teaching Activities” hyperlink that appears at the top of the main screen
section.
4. Select “Add New Teaching Activity” at the top right of the white screen section.
5. Check the appropriate box for the semester in which the activity occurred (only one should be
checked)
6. Insert “Substitute Teach,” “Co-Teach”, “Guest Teach”, or “Model Lesson/Demonstration in P-12
School Setting for Teaching Methods Course,” or “Shadow Highly Effective Practitioner” in the
“Type” dialog box.
7. Insert the name of the school system, school name, city and state in the “For Whom” dialog box.
8. Insert the date(s) of the activity, the number of hours spent in the activity, the contact person at the
school with whom the activity was coordinated (i.e., the teacher or principal), and full description of
the activity” in the “Description” dialog box.
9. Choose “Complete” in the “Ongoing?” pull-down box. Each activity for each semester should be
entered separately and not treated as “Ongoing.”

Again, please note that there should be at least 10 hours of these activities each fall and spring semester in order to
remain eligible to teach methods courses or supervise interns.