



Guidelines for Teaching Internship for Graduate Students

1. Roles and Responsibilities

In accordance with the requirements of the Ministry of Science and Higher Education, the teaching internship is included in the course workload of graduate students.

The teaching internship carries 4 ECTS credits, equivalent to 72 academic hours. The TA's total workload, including lecture time, may not exceed 5 academic hours per week.

Graduate students are appointed as teaching assistants (TAs) to instructors and lecturers at the International School of Economics (ISE).

The responsibilities of a TA include, but are not limited to, the following:

- Proctoring examinations
- Observing lectures
- Taking attendance
- Providing technical support during Zoom sessions
- Conducting office hours (if applicable)
- Grading assignments*

* TAs must not grade assignments that require advanced subject-matter expertise (e.g., essays, presentations, projects, or research proposals). They may grade assignments only when detailed answer keys are provided, and all such grading must be reviewed and approved by the course instructor or lecturer.

2. Training

TAs are expected to be familiar with and comply with:

- The Academic Policy of the University
- The ISE Code of Ethics

3. Supervision

Course instructors/lecturers serve as supervisors for TAs during the internship period.

Supervisors are advised to design a task list specifying the responsibilities to be included in the TA's workload. This list should be submitted to the Graduate Programs Office.

Supervisors should hold an initial meeting prior to the start of the course to discuss:

- The course syllabus
- Course structure
- Internship schedule
- Intended learning outcomes

As a result of this discussion, the TA prepares a preliminary schedule (see Appendix II), which is then signed by the course instructor. The schedule must be included in the Teaching Internship Report.

4. Communication

It is strongly recommended that supervisors and TAs use corporate email as the primary means of communication.

5. Evaluation

Upon completion of the teaching internship, during Week 15 of the semester, each master student/TA must submit a signed Teaching Internship Report via Canvas (see Appendices I–IV), which will be reviewed by the supervisor.

The report should be structured as follows:

1. Title Page
2. Schedule
3. Internship Journal
4. Annex (if applicable)

Schedule: At the beginning of the internship, the master's student, together with the supervisor, prepares a schedule outlining the list of tasks to be included in the TA's workload.

Internship Journal: The internship journal is one of the core documents to be submitted upon completion of the internship.

In this section, the student must describe the content of the work performed in accordance with the schedule.

Each entry must indicate the date of the work performed.

Upon completion of the internship, the journal must be signed by the supervisor.

Annex: The annex is intended to provide more detailed coverage of the module. It may include large-format tables, graphic materials, diagrams, drawings, calculations, assignments, glossaries, and other supplementary materials.

The annex must be numbered consistently with the rest of the report.

All annex items must be referenced in the main text of the report.

Annex materials should be presented in the order in which they are cited in the report.

The standard A–F grading scale to the Internship applies.

Grades must be entered in Canvas by the Supervisor no later than the deadline specified in the system.

Grading scale

Letter	Percentage	Point	Traditional
A	95-100	4,0	Excellent
A-	90-94	3,67	
B+	85-89	3,33	Good
B	80-84	3,0	
B-	75-79	2,67	
C+	70-74	2,33	
C	65-69	2,0	Satisfactory
C-	60-64	1,67	
D+	55-59	1,33	
D	50-54	1,0	
F	0-49	0	Unsatisfactory

6. Previous Teaching Experience

Graduate students who already have teaching experience in higher education institutions must provide an official letter confirming this experience.

The Academic Quality Committee may review the documentation and, where appropriate, approve the experience as a credit transfer.

7. Other Procedures

All parties involved are required to adhere to the university's Code of Conduct. The following rules apply:

- TA is obliged to comply with the requirements for ensuring the confidentiality of graded assignment content before their official announcement to Canvas page by supervisor.
- All participants must uphold high ethical and professional standards.
- Harassment, violence, abuse, manipulative behavior, or any other form of unethical conduct will not be tolerated.
- Any participant experiencing inappropriate behavior must report it to the administration.
- Communications via corporate email, messengers, or Canvas messages may be disclosed at the request of the administration.
- In cases of misconduct, both course instructors/lecturers and TAs are obliged to report the incident to the administration.



REPORT

on Teaching Internship

From «__» September 2022 till «__» December 20__

Student Name: _____

Master Program: _____

Teaching Internship Supervisor: _____

(signature)

«__» _____ 202__

ASTANA 202__

«HEREBY I AFFIRM»

_____(Supervisor)
(FULL NAME)

(FULL NAME)

(SIGNATURE)

« » 202

SCHEDULE

(Student's full name)

From « » 202 till « » 202

[illegible]

[illegible]

INTERNSHIP JOURNAL

Journal

of _____
(full name)

(educational program)

From «___» September 202__ till «___» December 202__

Astana, 202__

[illegible]

Date	Task	Description	Notes

(Supervisor's Full name)

(Signature)

