Section I: Honors Teaching Assistant Position Overview

Honors Teaching Assistants (TA) facilitate HON 102: Freshmen Honors Colloquium sections in the spring semester. HON 102: Freshmen Honors Colloquium is a required two-credit service learning course that provides first-year Honors students an opportunity to participate in civic engagement opportunities in the city of Buffalo. In addition to leading course discussions, grading assignments, providing feedback and assistance to the course instructor, maintaining office hours, serving as a mentor to students, TA’s will act as a liaison between the students and community partners.

Minimum Qualifications:
- Successful completion of HON 102: Freshmen Honors Colloquium with an A- or better.
- Good standing in the Honors College.
- Be able to attend training and orientation sessions in the fall and spring semester.
- Have completed at least 60 credit hours by the end of the summer.
- Be available to facilitate one section of HON 102 in the spring semester.

Becoming an Honors Teaching Assistant Helps Students:
- Earn a total of five academic credits (1.0 credit in the fall and 4.0 credits in the spring) for HON 495: Undergraduate Supervised Teaching to be applied toward their Honors Experience curriculum.
- Improve and sharpen their communication skills (i.e., public speaking, etc.) through facilitation.
- Expand their professional and academic portfolio through program planning and the application of leadership skills.
- Develop and strengthen their programming experience which demonstrates application of leadership skills.

Honors Teaching Assistant Responsibilities:

Fall Semester
- Attend one-day training at the beginning of the fall semester.
- Enroll in HON 495: Undergraduate Supervised Teaching course (1.0 credit hour).
- Meet with community partner to discuss planning and logistics for the spring semester.
- Participate in the Explore Buffalo Tour and Dinner.
- Participate in four 1 hour module sessions during the fall semester.
- Attend ½ day wrap-up session during the fall semester.

Spring Semester
- Participate in online check-in at the beginning of the spring semester.
- Facilitate one of the following 16 weekly HON 102: Freshmen Honors Colloquium sections:
  - Mondays 1:00-1:50 p.m. (three sections)
  - Mondays 2:00-2:50 p.m. (three sections)
  - Mondays 3:00-3:50 p.m. (three sections)
  - Wednesdays 1:00-1:50 p.m. (three sections)
  - Tuesdays 10:00-10:50 a.m. (four sections)
- Complete readings and lesson planning for the HON 102: Freshmen Honors Colloquium section.
- Serve as the liaison between the Honors College faculty member and the service learning site.
- Participate in 2 hour weekly TA meetings during the semester.
- Grade all course assignments (e.g., reflection papers, journals, etc.) and input them into UBlears.
- Enroll in HON 495: Undergraduate Supervised Teaching course (4.0 credit hours).
- Hold office hours one hour per week in the Honors College offices.
Spring 2017
Honors Colloquium Teaching Assistant Application
Submit to the front desk in 106 Capen by Monday, February 29 at 4:00 p.m.

Section II: Application

Part 1: Personal Information

| Student Name: ____________________________ | Person Number: ____________________________ |
| Email Address: ____________________________@buffalo.edu | Local Phone Number: ____________________________ |
| Current Campus Address: ____________________________ | Permanent Address: ____________________________ |
| Major(s): ____________________________ | Minor(s): ____________________________ |
| Current GPA: _________ | Completed Credit Hrs.: _________ | Expected Graduation Date: _________ |

Please answer the questions below:

Have you previously been a Colloquium TA? □ Yes □ No

Will you require early move-in for TA Training (i.e., August)? □ Yes □ No

Please list the names, phone number and email addresses of two individuals who may be used as references and indicate how you know this individual. Please select two from the following list: 1) a staff person with whom you have worked at a community service organization, 2) a professor who can speak to your discussion facilitation and critical thinking skills, 3) a current or former employer, 4) a peer with whom you have done community service, group projects, or other team-based work (e.g., Colloquium TA), or 5) a supervisor from a campus activity or club.

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Part 2: Supporting Documents

1. Portfolio/resume demonstrating prior work/leadership/teaching experience, campus and/or community activities, and academic honors.

2. A one-page typed statement indicating your motivation for applying and what you will bring to the Colloquium TA position.
3. Please indicate where you performed your service for Colloquium. Briefly state what you learned and assess the ways in which that experience impacted you.

Part 3: Interview Availability

Please note that a 30 minute interview will be required. Indicate your availability for the following dates, as we will assign interview slots accordingly:

Monday, March 7\textsuperscript{th} (9:00-3:00 p.m.) ________________________________
Tuesday, March 8\textsuperscript{th} (9:00-3:00 p.m.) ________________________________
Wednesday, March 9\textsuperscript{th} (9:00-3:00 p.m.) ________________________________

For more information please contact Dr. Tara Jabbaar-Gyambrah at (716) 645-3020, or jabbaar@buffalo.edu