

## 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 orientation, class, and training sessions in the fall and spring semester.
- Have completed at least 60 credit hours by the end of the summer.
- Be available to co-facilitate or 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.
- Develop and strengthen their programming experience which demonstrates application of leadership skills.

### Honors Teaching Assistant Responsibilities:

#### Fall Semester

- Participate in the Honors Kickoff Celebration (Typically on a Sunday)
- Attend one-day training in the fall semester. (Typically on a Saturday)
- Enroll in *HON 495: Undergraduate Supervised Teaching*, a 50 minute course (1.0 credit hour) held on Tuesdays 4:00 p.m.
- Meet with community partner to discuss planning and logistics for the spring semester.

#### Spring Semester

- Participate ½ day TA Training Refresher and/or online check-in at the beginning of the spring semester.
- Facilitate one of the following 18 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)
  - Wednesdays 2:00-2:50 p.m. (two sections)
  - Tuesdays 10:00-10:50 a.m. (two sections)
  - Tuesdays 11:00 – 11:50 am (two 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 spring 2018 semester (Thursdays, 3:00 – 5:00 p.m.).
- Grade all course assignments (e.g., reflection papers, journals, etc.) and input them into UBlearns.
- 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 2018**

**Honors Colloquium Teaching Assistant Application**

Submit to the front desk in 106 Capen by **Tuesday, March 7, 2017 at 3:00 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 ½ Day TA Training Refresher (i.e., January 2018)?  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.

Name	Email	Phone Number

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 15 minute interview will be required. Indicate date you are available for the TA interview in the doodle poll: <http://doodle.com/poll/5egn68gk3c9u5kic> Be sure not to select the same date and time of another individual.