

HONORS COLLEGE TEACHING ASSISTANT APPLICATION

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 enroll in HON 495 in the fall (one credit) and spring (four credits) semesters.
- Have completed at least 60 credit hours by the end of summer 2018.
- Be available to facilitate one section of HON 102 in the spring 2019 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 written and verbal communication skills.
- 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 Friday).
- Attend one-day training at the beginning of the fall semester.
- Enroll in *HON 495: Undergraduate Supervised Teaching* course (1.0 credit hour). This class meets once a week for 50 minutes.
- Attend ½ day wrap-up session during the fall semester.

Spring Semester

- Participate in two hour update in at the beginning of the spring semester.
- Facilitate one of the following 15 weekly HON 102: Freshmen Honors Colloquium sections:

Mondays 1:00-1:50 p.m. (three sections)	Tuesdays 11:00-11:50a.m. (two sections)
Mondays 2:00-2:50 p.m. (two sections)	Wednesdays 1:00-1:50 p.m. (two sections)
Mondays 3:00-3:50 p.m. (two sections)	Wednesdays 2:00-2:50p.m. (two sections)
Tuesdays 10:00-10:50a.m. (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 two-hour weekly TA meetings during the semester.
- Grade all course assignments and input them into UBLearn.
- Enroll in *HON 495: Undergraduate Supervised Teaching* course (4.0 credit hours).
- Hold office hours one hour per week in the Honors College offices.

SECTION II: HONORS TEACHING ASSISTANT APPLICATION

Student Last Name _____ **Student First Name** _____
Person Number _____ **Email Address** _____ @buffalo.edu
Current Campus Address _____
Permanent Address _____
Local Phone Number _____
Major(s) _____ **Minor(s)** _____
Current GPA ____/4.00 **Completed Credit Hours** _____ **Expected Graduation Date** _____
Have you previously been a Colloquium TA? **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 Address	Phone Number

SECTION III: SUPPORT MATERIALS

When submitting your application, please attach the following items:

- Portfolio/resume demonstrating prior work/leadership/teaching experience, campus and/or community activities, and academic honors.
- A one-page typed statement indicating your motivation for applying and what you will bring to the Colloquium TA position.
- Please indicate where you performed your service for Colloquium. Briefly state what you learned and assess the ways in which that experience impacted you.

SECTION IV: 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 12th (9:00-3:00 p.m.) _____
Tuesday, March 13th (9:00-3:00 p.m.) _____
Wednesday, March 14th (9:00-3:00 p.m.) _____

Applications are due Wednesday, March 7, 2018 by 3:00 p.m.

For more information please contact Ms. Jessica Seabury at (716) 645-3020, or jseabury@buffalo.edu.

Only applications that are submitted in their entirety by the deadline to the Honors College at honors@buffalo.edu or to 106 Capen Hall will be considered for this opportunity.