

University College
Academic Inquiry and Scholarship (AIS) 1203 Teaching Assistants - Fall 2014
Application Deadline: February 28, 2014

University College is seeking applicants for Teaching Assistant I positions. Teaching Assistants will provide pedagogical support to the Academic Inquiry and Scholarship (AIS) 1203 instructors of record. AIS 1203, a core curriculum course required of all incoming freshman, is designed to introduce students to the general scholarship practices within three broad academic cultures: Natural Sciences, Social Sciences, and Humanities. The enrollment for AIS 1203 is capped at 50 students.

Individuals may serve as AIS Teaching Assistants a maximum of four semesters. Individuals may apply for up to 2 sections of AIS 1203 per semester. Teaching Assistants working with 1 section will be paid a salary of \$2827.50 and expected to work an average of 9.5 hours per week. Teaching Assistants working with 2 sections will be paid a salary of \$5655 and expected to work an average of 19 hours per week. Teaching Assistant positions are non-benefits eligible. Appointments will be from 9/1/2014 through 1/15/2015 and funds will be dispersed on a monthly-basis. Teaching Assistants will also be required to attend a 2-day paid training the week prior to classes beginning (August 19-20, 2014).

Teaching Assistant Pedagogical Responsibilities:

- Attend AIS 1203 class meetings** (3 hours per week per section)
- Meet regularly (at least 1 hour per week) with the instructor of record for debriefing and preparation
- Prepare materials for the week and manage Blackboard Learn
- Hold regularly scheduled office hours (may include review and tutoring sessions)
- Grade a maximum of 50% of course assignments, quizzes, exams, projects, etc.
- Collaborate with the AIS Peer Mentor to provide additional outreach and support to students

**While attending the AIS 1203 class meetings the Teaching Assistant will be expected to take attendance, facilitate group work, monitor student engagement, monitor student behaviors, assist with administering exams, possibly work under the direct supervision of the instructor to develop and present course lectures (maximum of 4 lectures), and other duties as assigned.

Teaching Assistant General Responsibilities:

- Serve as a mentor/role model for students
- Serve as a resource for students
- Be knowledgeable of campus resources
- Be prepared for class meetings and instructor/student meetings
- Be a good listener – be fair and respectful
- Be reliable – always show up for class, meetings, events, etc.
- Be open, honest, and direct

Electronically submitted applications will NOT be accepted. Submit paper copies of your application materials to Dr. Tammy Wyatt, Associate Dean University College, Plaza Norte Building (PNB) 2.210. For questions or more information contact Dr. Wyatt at 210-458-5191 or tammy.wyatt@utsa.edu.

**University College – Academic Inquiry & Scholarship (AIS) 1203
Teaching Assistant Application
Application Deadline: February 28, 2014**

A copy of an up to date resume and current UTSA graduate-level transcript (unofficial transcript is acceptable) must be submitted with this application.

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Student ID</i>
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Applicant's UTSA GPA (graduate-level only): _____

Applicant's Graduate School Department or Program of Study: _____

Applicant's Baccalaureate Degree and Major of Study: _____

I am applying for a Teaching Assistant (TA) I position for the _____ (term) of _____ (year).

I am interested in serving as a TA for: _____ 1 section of AIS 1203 _____ 2 sections of AIS 1203

I prefer serving as a TA at the following campus: _____ 1604 _____ Downtown _____ No Preference

If applicable, list the previous semester(s)/year(s) you have served as a TA for AIS 1203:

Please respond to the following items (attach additional sheets if necessary):

Why are you interested serving as a teaching assistant for AIS 1203?

What academic challenges do you believe first-year students face?

What previous work experience has prepared you for this position?

What are your professional goals and how will this teaching assistantship help you meet those goals?

List any special skills or training that will be beneficial in this position:

Applicant's Signature _____

Date _____

Department Chair's Name (Print) _____

Department Chair's Signature _____

Date _____