



Student Program for Innovation in Science and Engineering (SPISE) 2018 Teaching Assistant Application Form

Program Dates: Saturday July 14 – Sunday August 12, 2018 Application Deadline (e-mail): March 31, 2018

All Teaching Assistants must remain on campus (at the UWI Cave Hill Campus, Barbados) beginning 8:00 AM on Saturday July 14, 2018 and until 3:00 PM on Sunday August 12, 2018. Selected Teaching Assistants will be requested to be on campus earlier, starting on Friday July 13, 2018.

INSTRUCTIONS

1. Please first review “What SPISE TA Candidates Should Know” (pages 3 - 4 of this document)
2. The application is provided in WORD format. Please complete the form electronically only.
3. Attach a **resume, transcript and copy of passport identification page**. Your application will not be considered without a transcript or passport identification page.
4. E-mail your application and materials to csfhdq@gmail.com with the subject line “SPISE 2018 TA Application- your name”.

Name:		Citizenship:	E-mail:
Address:		City, Postal Code:	Skype Name:
Phone:	Date of Birth (dd/mm/yy):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Passport – Country of Issue:		Expiration Date:	
Current Student Status: <input type="checkbox"/> 1st Year <input type="checkbox"/> 2nd Year <input type="checkbox"/> 3rd Year <input type="checkbox"/> 4th Year Undergraduate <input type="checkbox"/> Graduate Student <input type="checkbox"/> Other (Please specify)			
Undergraduate University/College (years attended):		Major: Minor (if applicable): GPA:	
Graduate University/College (years attended):		Degree: Major:	
Current Employer:	Employer Address:		Employer Phone:

Please indicate the courses you are interested in teaching/tutoring. Rank preferences, with “1” being the highest. Do not number a course if you do not want to teach/tutor that course.

Course	Rank	Comments
Biochemistry		
Calculus I		
Calculus II		
Electronics		
Renewable Energy		
Entrepreneurship		
Robotics		
Humanities (One-Caribbean Concept)		
Mandarin		
Physics I (Mechanics)		
Physics II (Electricity and Magnetism)		
Computer Programming		

TEACHING EXPERIENCE

Have you ever tutored or taught before? If so, please elaborate:

In the Table below, please list university or high school courses you have taught or tutored which are relevant to the course(s) you would like to teach (use course names instead of numbers):

Name of University/School	Course	Student Level	Your Role	Term/Year

OTHER JOBS HELD (most recent position first)

Dates Employed From:	Company:	Title:
Dates Employed From:	Company:	Title:
Dates Employed From:	Company:	Title:

REFERENCES

Name:	Phone #: e-mail:	Relationship/Association:
Name:	Phone #: e-mail:	Relationship/Association:

EMERGENCY CONTACT INFO

Name:	Relationship:
Daytime Phone #: E-mail:	Cell Phone #: Address:

By providing my signature below, I accept the following statements:

- I have read "What TA Candidates Should Know"
- I cannot hold another job during the SPISE program
- I recognize that all SPISE staff members are subject to background checks.

Applicant Signature: _____ Date: _____

What SPISE Teaching Assistant (TA) Candidates Should Know

This summer, the Student Program for Innovation in Science and Engineering (SPISE) Program will attract some of the top STEM students in the Region. We are seeking highly motivated, highly qualified, enthusiastic, talented and responsible Teaching Assistants (TAs) to help support, tutor, mentor and chaperone the SPISE students. Teaching Assistants have a residential-life role and are required to live in the dormitory with the students. **The safety and well-being of the students have the highest priority.** These extremely motivated students will be taking university-level courses in several of the following subjects: calculus, physics, biochemistry, electronics, robotics, entrepreneurship, humanities, Mandarin and computer programming. SPISE is not intended to be just another ordinary high school experience. That would be a waste of sponsor funding, and our time and energy. Rather, each student must be challenged outside their comfort zone, and will be exposed to subjects, presentation opportunities, and career seminars that they would not normally have encountered. Our goal is to provide key experiences for them that will help as they plan for and look towards life beyond secondary school. The SPISE philosophy is that the student is the customer and we (the Instructors, TAs and staff) provide the services. Below is a brief list of our expectations.

RESPONSIBILITIES OF TEACHING ASSISTANTS

Course Related Responsibilities

Teaching Assistants are responsible for assisting the students in their projects and course work. Most of the TA responsibilities will be during and after the students have left the classroom. Teaching Assistants are assigned to specific courses, and their duties include but are not limited to:

- Grading papers, creating solutions to problem sets, preparing class materials and props, collecting and distributing class materials, being a liaison between instructor and students
- Tutoring students in specific academic areas (often late at night)
- Attending and assisting instructors with classes
- Discourage rote learning, encourage critical and analytical thinking, and help to make sure each student gains mastery of the fundamentals.
- Help to create a safe and comfortable environment where students are encouraged to and feel safe asking any and all questions.

Other Responsibilities

Outside of course related responsibilities, TAs are primarily responsible for the safety and well-being of the students at all times. Teaching Assistants will also be assisting with the planning and execution of events, seminars, tours, and more for the students. All TAs will have the following additional responsibilities:

- Provide a mature influence in the dormitory setting
- Ensure the safety and well-being of the students at all times
- Provide students with emotional support and encouragement
- Act as a liaison between the students and the Director
- Assist with pre-program preparations
- Attend meetings with the Director held during the lunch hour, once a week
- Counsel students in choosing a university and a career
- Attend seminars and technical talks with the students
- Serve as guides on field trips and on other group trips on or away from the campus
- Assist in arranging social events
- Socialize with students
- Assist with transportation of students between UWI and BGI airport, etc. at the beginning and at the end of the program.

LOGISTICS FOR TEACHING ASSISTANTS

Program Dates: Saturday July 14 – Sunday August 12, 2018

Students Arrive: Friday July 13 and Saturday July 14, 2018

On campus TA responsibilities begin: 8:00 AM on Saturday July 14, 2018 and end at 3:00 PM on Sunday, August 12, 2018 (at the UWI Cave Hill Campus, Barbados). Selected Teaching Assistants will be requested to be on campus earlier, starting on Friday July 13, 2018.

Teaching assistants must be available the week of Sunday, July 8, 2018 before arrival at the CSF for an orientation meeting by Skype and to assist the Program Director with program preparation.

TA - Program Participant Interactions

- Teaching assistants are friends to the SPISE students. Nevertheless, they are figures of authority and responsibility to the students, and must enforce regulations and program policies regarding residential matters.
- Each TA will be assigned a few specific students and will be responsible for knowing their whereabouts at all times.
- The number of Teaching Assistants per course is determined by the SPISE Director. Each course typically has at least one TA.

Accommodations

- Teaching Assistants dine with the students for all meals, either at the UWI dining facilities or at the dormitory.
- SPISE TAs will not be charged summer rent for the four-week period for their accommodations, comprising a room at UWI (namely, their assigned room in the SPISE residence).
- During the program, TAs are expected to spend all nights in the SPISE residence.
- Teaching Assistants may not have two residences at UWI.
- SPISE Teaching Assistants who may be resident on the UWI campus for the summer should arrange to stay in their own rooms until they move into their SPISE rooms, and return after SPISE ends. These and any other arrangements **must be negotiated with the respective campus housing managers.**

IMPORTANT FINAL NOTES

Teaching Assistants may not have any other jobs or responsibilities during the SPISE.

Teaching Assistants may not have responsibilities that require them to be away from the SPISE students on weekends, although in special circumstances and with prior approval from either Director (Prof. Cardinal Warde or Dr. Dinah Sah), exceptions can be made for limited time off. Teaching Assistants should plan to spend their weekends helping students with homework and socializing with the students.

This is a time-consuming position that takes up days, nights, and weekends. The job requires true commitment, but is also lots of fun and highly rewarding.