Student Program for Innovation in Science and Engineering (SPISE)
2020 Teaching Assistant Application Form

Program Dates: Sunday July 5 – Sunday August 9, 2020   **Application Deadline (e-mail): March 31, 2020**

All Teaching Assistants must remain on campus (at the UWI Cave Hill Campus, Barbados) beginning 8:00 AM on Sunday July 5, 2020 and until 2:00 PM on Sunday August 9, 2020. Selected Teaching Assistants will be requested to arrive on campus earlier, starting on Saturday July 4, 2020 or remain on campus later on Sunday August 9, 2020.

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 your 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 2020 TA Application- your name".

Name:	Citizenship:	E-mail:
Address:	City, Postal Code:	Skype Name:
Phone:	Date of Birth (dd/mm/yy):	Gender: ☐ Male ☐ Female

Passport – Country of Issue:	Expiration Date:

Current Student Status: ☐ 1st Year   ☐ 2nd Year   ☐ 3rd Year   ☐ 4th Year Undergraduate
☐ Graduate Student   ☐ 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 TA'g or teaching (computer programming only). Rank preferences, with "1" being the highest (you can have multiple 1's). Do not number a course if you do not want to TA/teach that course.

Course	Rank	Comments
Biochemistry		
Calculus I		
Calculus II		
Computer Programming (python)-TA		
Computer Programming (python)-instructor for weeks 1-3		
Electronics / Renewable Energy		
Entrepreneurship		
Humanities (One-Caribbean Concept)		
Physics I (Mechanics)		

Physics II (Electricity and Magnetism)		
Robotics		

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: Sunday July 5 – Sunday August 9, 2020
Students Arrive: Saturday July 4 and Sunday July 5, 2020
On campus TA responsibilities begin: 8:00 AM on Sunday July 5, 2020 and end at 2:00 PM on Sunday, August 9, 2020 (at the UWI Cave Hill Campus, Barbados). Selected Teaching Assistants will be requested to be on campus earlier, starting on Saturday July 4, 2020 or remain on campus later on Sunday August 9, 2020.
Teaching assistants must be available the week of Sunday, June 28, 2020 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 approximately 5 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 five-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.