



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

Program Dates: Sunday July 5 – Saturday August 8, 2020 **Application Deadline (e-mail): open until filled**

SPISE 2020 will be held remotely due to the coronavirus pandemic. All Teaching Assistants must be available on-line beginning 8:00 AM on Sunday July 5, 2020 and until 11:00 PM on Saturday August 8, 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: <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 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:

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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 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 Caribbean. We are seeking highly motivated, highly qualified, enthusiastic, talented and responsible Teaching Assistants (TAs) to help support, tutor, mentor and chaperone the SPISE students. **The well-being of the students has the highest priority.** These extremely motivated students will be taking university-level courses in several of the following subjects: calculus, physics, biochemistry, electronics, entrepreneurship 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 before and after the students have attended classes. 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 well-being of the students. Teaching Assistants will also be assisting with the planning and execution of events on-line for the students. All TAs will have the following additional responsibilities:

- Provide a mature influence
- Ensure the 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
- Attend lunch virtually with the students Monday through Friday
- Counsel students in choosing a university and a career
- Attend seminars and technical talks with the students
- Assist in arranging on-line social events
- Socialize with students

LOGISTICS FOR TEACHING ASSISTANTS

Program Dates: Sunday July 5 – Saturday August 8, 2020

Teaching assistants must be available during the month of June for on-line orientation and preparation meetings, 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.
- Each TA will be assigned approximately 5 specific students and will be responsible for knowing about the students' well-being at all times.
- The number of Teaching Assistants per course is determined by the SPISE Director. Each course typically has at least one TA.

IMPORTANT FINAL NOTES

Although Teaching Assistants may have other responsibilities between **Sunday July 5 – Saturday August 8, 2020**, they must have the flexibility to be available to the students at all times during this period unless they have received prior approval from either Director (Prof. Cardinal Warde or Dr. Dinah Sah) for time off. Teaching Assistants should plan to spend their evenings and weekends helping students with homework and socializing with the students on-line.

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.