



Student Program for Innovation in Science and Engineering (SPISE) 2023 Teaching Assistant Application Form

Program Dates: Saturday July 8 – Sunday August 13, 2023 **Application Deadline (e-mail): open until filled**

SPISE 2023 will be held in-person at the University of West Indies- Cave Hill in Barbados. All Teaching Assistants must remain on campus beginning 8:00 AM on Saturday July 8, 2023 until 12:00 PM on Sunday August 13, 2023. Selected Teaching Assistants will be requested to be on campus earlier, starting on Friday July 7, 2023 or stay on campus later until 6:00 PM on Sunday August 13, 2023.

INSTRUCTIONS

1. Please first review “What SPISE TA Candidates Should Know” (pages 3 - 4 of this document)
2. The application is provided in WORD and PDF formats. Please complete the form electronically only.
3. Attach a **CV, university transcript and copy of your passport identification page**. Your application will not be considered without these documents.
4. E-mail your application and materials to applications.csf@gmail.com with the subject line “**SPISE 2023 TA Application- your name**”.

Name:		Citizenship:	E-mail:
Address:		Country of Residence:	WhatsApp number (if available):
Cell Phone:	Date of Birth (dd/mm/yy):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Passport – Country of Issue:		Passport Expiration Date (dd/mm/yy):	
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): Your GPA/ maximum:	
Graduate University/College (years attended):		Degree: Major:	
Current Employer (if applicable):	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 July 10-22		
Electronics (with Microprocessors)		
Entrepreneurship		
Physics I (Mechanics)		
Physics II (Electricity and Magnetism)		

TEACHING EXPERIENCE

Have you ever TA'd, 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 TA or teach (use course names):

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:	E-mail:	Relationship/Time Period:
Name:	E-mail:	Relationship/Time Period:

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 safety and 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
- Discouraging rote learning, encouraging critical and analytical thinking, and helping to make sure each student gains mastery of the fundamentals
- Helping 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 the students
- Assist with transportation of students between UWI and Barbados airport, etc. at the beginning and at the end of the program

LOGISTICS FOR TEACHING ASSISTANTS

Program Dates: Saturday July 8 – Sunday August 13, 2023

Students Arrive: Friday July 7 and Saturday July 8, 2023

TA responsibilities begin 8:00 AM on Saturday July 8, 2023 and end at 12:00 PM on Sunday, August 13, 2023, at the UWI Cave Hill Campus, Barbados. Selected TAs will be requested to be on campus earlier, starting on Friday July 7, 2023 or remain on campus later until 6:00 PM on August 13, 2023.

Teaching assistants must be available during the months of June and July before arrival, for a few 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, including regarding residential matters.
- Each TA will be assigned approximately 3-4 specific students to mentor and will be responsible for ensuring these students' well-being, providing them with general guidance and support, and knowing their whereabouts at all times.
- The number of TAs per course is determined by the SPISE Director. Each course has at least one TA.

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 weekdays or weekends, although in special circumstances and with prior approval from SPISE Director 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.