

# UNIV100/101 Teaching Assistant Application Fall 2017

*Due by 4:30 p.m. on Friday, March 10<sup>th</sup>, 2017*

Please email your application to [NSP@umd.edu](mailto:NSP@umd.edu) or hand it in at the Orientation Office at 1102 Cole Field House

## **What is UNIV100/101?**

UNIV100/101 is a course that assists students in their transition to the University of Maryland (UMD). The course introduces students to the academic world at UMD—it helps students explore the world of Higher Education, clarify why they are in college, and learn about the numerous resources UMD has to offer. UNIV101 additionally focuses on skills involving IT proficiency. Some common topics covered in all classes are campus culture, academic honesty and success, time management, diversity, and campus resources.

## ***What responsibilities does a UNIV100/101 TA have throughout the year?***

### **Prior to Fall 2017:**

**TA Meet and Greet:** After the UNIV100/101 Teaching Assistants are notified of their selection, they will be required to attend a mandatory welcome meeting in **April**. TAs will receive more details when they are notified of their application decision.

**Contacting Your Instructor:** TAs will be given the name and contact information for the instructor who will be teaching their section of UNIV100/101 in June/July. It is the TA's responsibility to contact the instructor and meet with them as soon as possible to discuss their role in the course, goals for the semester, and course content.

**TA Training:** UNIV100/101 TAs are required to attend a two-session summer training at the end of August. This training will cover basic concepts in development, education, and ethics that will be essential to know before the start of UNIV100/101 classes.

### **During Fall 2017:**

**Enroll in EDUC388 & EDCP498:** Teaching Assistants for UNIV100/101 must enroll in two courses for the Fall 2017 semester. (Note: You may enroll in both of these courses on the first day of classes if you are registering for over 16 credits. They will not fill up.) **EDUC388: Special Topics in Education: Guided Experience in College Teaching** is a three credit course that students will attend weekly in order to prepare for and deal with the challenges of teaching college freshmen. The classroom time provides an environment for a peer network, as well as instructor support and feedback. UNIV100/101 TAs must have room for EDUC388 in their schedule. Three sections of the course will be offered on Mondays, Tuesdays, or Wednesdays and the class will meet once per week from 3:00p.m. – 5:30p.m. **Students must also register for EDCP498: Special Problems in Counseling and Personnel Services for one credit.** This course gives you credit for the

experiential aspect of the TA experience. The instructor of your UNIV100/101 course will be responsible for providing you with the grade for this one credit course. The minimum expectations is that as a TA you attend every class, lead one or more activities on your own, and work with the instructor to lead activities together throughout the semester.

***Who is eligible to be a UNIV100/101 TA?***

**Eligible candidates must:**

- Be of Junior or Senior standing as of Fall 2017 (60+ credits including AP and transfer credits currently posted on undergraduate transcript).
- Have a cumulative GPA of a 3.00 or higher and maintain that GPA for the Spring 2017 semester.
- Have room in their Fall 2017 class schedules to take EDUC388 (the three credit supplemental course to being a teaching assistant). You must also have room in your schedule to attend your UNIV100/101 class.
- It is ***not*** a requirement to have previously taken UNIV100/101, but you should have a good understanding of the purpose and goals of the course.

***How can I find out more information?***

Come to one of our information sessions, stop by the Orientation Office (1102 Cole Field House), or email [NSP@umd.edu](mailto:NSP@umd.edu) if you have any questions!

**Information Sessions** will be held during the following dates and times at the Orientation Office (1102 Cole Field House):

**Monday, February 27<sup>th</sup> @ 7 p.m.**

**Monday, March 6<sup>th</sup> @ 7 p.m.**

**UNIV100/101 Teaching Assistant Application  
Fall 2017**

*Please Write Legibly or Type!*

Name: \_\_\_\_\_ University ID Number: \_\_\_\_\_

Class Standing (as of Spring 2017): Sophomore Junior Senior *(please circle one)*

Number of Completed Credits (as of Spring 2017, including any AP/transfer credits): \_\_\_\_\_

Major(s)/Minor(s): \_\_\_\_\_

Phone Number (best to contact you): \_\_\_\_\_

Email: \_\_\_\_\_

Did you take UNIV100/101? Yes No *(please circle one)*

If yes, who was your instructor/TA? \_\_\_\_\_

Is your cumulative GPA a 3.0 or higher? Yes No *(please circle one)*

**\*\*NOTE:** You must submit a copy of your **unofficial transcript, current class schedule** with weekly extracurricular commitments, and a **current resume** with this application. Your current class schedule will be used to schedule an interview time for the weeks of **April 3<sup>rd</sup>- April 14<sup>th</sup>**, so please write down any other commitments you have that particular week as well. You will be notified of your interview time slot by **Wednesday, March 15<sup>th</sup> at the LATEST.**

**Please provide typewritten responses to the following questions on a separate sheet of paper.**

1. What do you believe the purpose of UNIV100/101 is? How would you describe UNIV100/101 to a potential student?
2. Why do you want to be a UNIV100/101 TA? How do you hope to gain from the experience?
3. What do you think you can personally add to the students' experience with this course as a UNIV100/101 TA? What qualities skills or experience do you possess that would enable you to be a successful TA?

*If you have any questions about the application, email [NSP@umd.edu](mailto:NSP@umd.edu)! Thank you for your interest in becoming a UNIV100/101 Teaching Assistant!*