UNIV100/101 Teaching Assistant Application
Fall 2016

Due by 3 p.m. on Friday, March 4th, 2016

Please email your application to UNIVTAselection@gmail.com or hand it in at the Orientation Office at
1102 Cole Field House

What is UNIV100/101?
UNIV100/101 is a course that aids students during their transition to the University of Maryland, College Park (UMD). The course aims to help students explore the world of higher education, clarify why they are in college, and learn about the resources UMD has to offer. UNIV101 additionally focuses on skills involving IT proficiency. Common course topics are campus culture, academic honesty and success, time management, sexual assault, diversity, and campus resources.

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

Prior to Fall 2016:

TA Meet and Greet: TA’s will be expected to attend TA/Instructor matching, as well as other next steps. Students selected to attend the TA Expectations Meet and Greet on April 19th, 2016. This meeting will be held at 5 pm in the Orientation Office, Room 1102 Cole Field Activities Building.

Contacting Your Instructor: The TA/Instructor matching process is based on the UNIV course schedule and the fall 2016 availability of the applicants. Once matched with an instructor, TA’s will be given the name and contact information for the instructor who will be teaching their section of UNIV100/101 in late July/early August. 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 daylong summer training session on Thursday August 25th, 2016. This training will cover basic concepts that will be essential to know before the start of UNIV100/101 classes, such as ethics, helping skills, expectations and goal setting.

During Fall 2016:

Enroll in EDUC388 & EDCP498: UNIV100/101 TAs must enroll in two courses for the fall 2016 semester. (Note: You may enroll in both of these courses on the first day of classes if you are registering for more than 16 credits. They will not fill up.)

- **EDUC388: Special Topics in Education: Guided Experience in College Teaching** is a 3-credit course for TAs that provides guidance and support as they are challenged in the UNIV classroom. The classroom time provides an environment for a peer network, as well as instructor support and feedback. Three sections of the course will be offered on Mondays, Tuesdays, or Wednesdays and the class will meet once per week from 3:00 p.m. – 5 p.m.

- **EDCP498: Special Problems in Counseling and Personnel Services**. TAs earn 1-credit for their experience in the UNIV classroom. The instructor of your UNIV100/101 course will be responsible for providing you with the grade for this 1-credit course. Our minimum expectations are that you attend every class, lead one or more activities on

If you have any questions about the position or the application, please call New Student Programs at 301-314-0403 or email UNIVTAselection@gmail.com!

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*Please Write Legibly or Type!

Name: _______________________________ University ID Number: _____________________________

Class Standing (as of Spring 2015):  sophomore  junior  senior  (please circle one)

Number of Completed Credits (as of spring 2015, 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 (1) unofficial transcript, (2) current class schedule with weekly extracurricular commitments, and a (3) current resume with this application. Your current class schedule will be used to schedule an interview held after spring break, so please write down any other commitments you have that particular week as well.

Please provide typewritten responses to two of the three following questions on a separate sheet of paper. Please make your response around 250 words.

1. What do you believe the purpose of UNIV100/101 is? How would you describe UNIV100/101 to a potential student?
2. Why are you interested in becoming a UNIV100/101 TA? What do you hope to gain from the experience?
3. What qualities, skills, or experience do you possess that would enable you to be a successful TA? What can you add to new students’ experience in the course?

Please prepare a 5-7 minute presentation on one of the following topics. This presentation will be an important part of your interview; therefore, prepare as needed, bring any required materials, and feel free to be as creative as you would like! While there will only be a couple of interviewers, we recommend creating the presentation with the average UNIV class in mind, approximately 15 new students.

1. Select ONE campus resource that you feel is critical to the first-year transition
2. Dealing with Stress
3. Time management

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