SCHOOL OF ENGINEERING EDUCATION
APPLICATION FOR UNDERGRADUATE TEACHING ASSISTANTSHIP (UGTA)
2010-11 Academic Year

Job Description and Duties

This application is for Undergraduate Teaching Assistant (UGTA) positions for First-Year Engineering courses in the School of Engineering Education (ENE). There are two types of positions available:

1. In-class Peer Teacher
   This position requires assisting with one section (120 students per section) of a First-Year Engineering course with ENE faculty and Graduate TAs. Duties include helping students during class twice a week, grading, assisting with office hours, attending weekly meetings with the teaching team, and other duties as assigned. This position is paid hourly and the expectation is for you to work a minimum of 7 hours per week with the possibility of working up to 15 hours per week occasionally.

2. Out-of-class Grader
   This position requires helping with the grading of one section (120 students per section) of a First-Year Engineering course. Duties include grading, attending weekly meetings with the teaching team, and other duties as assigned. There will be weekly homework grading for which the grader is responsible for grading at least half (60) of the assignments. This position is paid hourly and the expectation is for you to work a minimum of 5 hours per week with the possibility of working up to 15 hours per week occasionally.

To Be Considered For Assistantship

- APPLICATIONS SUBMITTED ELECTRONICALLY WILL NOT BE CONSIDERED. Please drop of the application to ARMS 1224 or mail it to the address below.
- Completion of ENGR 126, ENGR195, or equivalent course.

Applications Directions

- Complete all information included on the application (previous TAs only need to complete page #2).
- Attach unofficial transcripts of all post high school studies (not required for previous TAs).

Applications Timing

- Fall 2010 Semester
  - Applications for the Fall 2010 semester received by May 14, 2010 will receive priority.
  - Initial offers to be sent out mid to late June.
  - TA section assignments to be completed by end of July.
- Spring 2011 Semester
  - Applications for the Spring 2011 semester received by Oct 15, 2010 will receive priority.
  - Initial offers to be sent out in early November.
  - TA section assignments to be completed by early December.

Questions

If you have questions, please contact:

Eric Holloway, Director of Instructional Laboratories
Neil Armstrong Hall of Engineering, Room 1224
701 W. Stadium Ave.
West Lafayette, IN 47907
Phone: (765)496-6051
Fax: (765)494-5819
Email: eholloway@purdue.edu

Personal Information

Last Name: _____ First Name: _____

Country of citizenship: _____ Purdue ID: _____

Local Contact Information

Address: _____ Home Phone: _____

_____ Cell Phone: _____

Purdue Email: _____

Summer Contact Information

Address: _____ Home Phone: _____

_____ Cell Phone: _____

Email: _____

If off-campus, date expected to return: _____

Purdue Undergraduate Information

Department/School: _____ Started in (sem/year): _____

Degree Objective _____ Anticipated Credit Hours:_____

Employment Interest

Please indicate the type of work that you are interested in (circle all that apply):

In-class Peer Teacher   Out-of-class Grader

Sign-Off
I will inform Eric Holloway of any changes to the information that I have provided in this application.

Signature_____ Date_____

Teaching Experience

Do you have any Teaching Assistant experience (not grading or tutoring)?_____

If yes, list such experience on a separate sheet of paper. Distinguish lab instructor experience from other classroom teaching. Include dates, places, and a description of your duties (i.e., hours per week, answering questions, covering new material, etc.)

Do you have other relevant experience? (circle all that apply)

None   Grading   Tutoring   Other_____

Teaming Experience

Please describe your engineering teaming experiences as a Purdue Undergraduate:

Programming Experience

Please list programming languages, software packages, and operating systems in which you are proficient:

First-Year Student Perspective

Other than technical skills, please list what you want to teach First-Year Engineering students (what do you want students to learn from you)?