First-Year Seminar Leader Application

Texas A&M University-Corpus Christi
First-Year Learning Communities Program:
University Core Curriculum Program

Requirements for Applicants
As a prospective First-Year Seminar Leader (FYSL), you must meet the following requirements:

- To be hired as a Graduate Teaching Assistant, you must be officially admitted to a University Graduate Program (earned BA or BS; acceptable GRE scores; all required paperwork completed), have at least a 3.5 GPA, and be a student in good standing;
- To be hired as an adjunct, you must have completed your MA/MAIS/MS degree (or a higher degree) from an accredited institution.

Duties of First-Year Seminar Leaders
You may be assigned to teach either one or two courses per semester, depending on availability of courses and funding. As a seminar leader, you are responsible for

- fulfilling program goals, objectives, and expectations (see http://firstyear.tamucc.edu/wiki/Teachers/SeminarLeader);
- following the common seminar syllabus;
- using assignments and activities appropriate for program goals and consistent with Learning Community (LC) agreements;
- communicating / meeting regularly (at least weekly) with LC teammates and supervisor
- engaging regularly and actively in ongoing professional development activities during the semesters you teach.

The position of FYSL requires a commitment of at least 8 hours weekly for each section you will teach, including office hours and meeting times.

In addition to your work as a Seminar Leader, you will be expected to perform duties normally assigned a class assistant / grader in a particular discipline, which include but are not limited to attending lectures and assisting the lecture professor with evaluation of student work. You will be paid separately for this work, and you will be responsible to and supervised by the lecture leader(s) for whom you grade. Your performance in this capacity will be as relevant to your continued employment as your performance as a Seminar Leader.

Supervision of FYSLs
The Co-Director responsible for the First-Year Learning Communities Program (FYLCP) and the Seminar Coordinator will supervise the Seminar Leaders in their seminar work. The lecture professor(s) in the learning community will supervise the Seminar Leaders' work as grader and class assistant. The Program Coordinator will assist the Co-Director with supervision, and will be responsible primarily for the creation of the Triads and Tetrads and assignments within them and for ensuring that everything in FC 253 runs smoothly (http://firstyear.tamucc.edu/wiki/Teachers/SharingOffices).

Conditions of Employment:
1) Seminar Leaders must successfully complete the series of workshops offered during the summer before they begin teaching. (Workshop schedules will be somewhat flexible and will combine face-to-face meetings with online work. We will announce the schedules before the end of the spring semester.)
2) FYSLs are required to participate in the Summer Teaching Institute, a half-day workshop offered before classes begin (dates will be announced).
3) If you are hired as a Graduate Teaching Assistant (GTA), you will be expected to enroll in at least six (6) semester credit hours (SCH) of graduate classes while teaching. You must complete at least 12 SCH during each year of your appointment, and maintain at least a 3.5 GPA
4) Seminar Leaders will be evaluated during each semester of their employment, and continued employment will be determined by ongoing assessment and evaluations of teaching, fulfillment of responsibilities and expectations, full and regular participation in program duties and activities (such as teaching circles and active engagement in ongoing professional development opportunities), and satisfactory progress toward the degree (if hired as a GTA).
5) An appointment as FYSL is for the academic year, pending enrollments, funding, and evaluations of performance.
6) TAs will receive no less than $1890 per course, and adjuncts will receive no less than $2000 per course.
7) When you teach two or more courses in any semester, you are eligible for benefits during that semester.

Selection of TA's
First-Year Seminar Leaders are hired annually by the Co-Directors of the University Core Curriculum Program, with assistance from a search committee that includes professors who teach lecture courses in the learning communities. The search committee will review completed application packets to determine candidates to be interviewed. Following the review process, selected candidates will be invited for interviews.

Decisions about re-appointment will also be made by the Co-Directors of the UCCP, and will depend on enrollments, funding, and performance as a seminar leader and grader.
Directions to the Applicant:

Completed applications and all supporting materials are due by March 31, 2005. Please submit all application materials to Sonya Witherspoon or Jessica Doege in the First-Year Programs Office, Faculty Center 253. Materials may be submitted via e-mail to sonyaw@falcon.tamucc.edu or faxed to 361-825-2210, with originals to follow. Applications completed by the deadline will receive first consideration.

Completed applications will include:

• Contact information (on this form).
• Statement of qualifications (see instructions below).
• Curriculum Vitae
• Three recommendations, on the forms provided with this application.
• Copies of undergraduate and graduate transcripts. (You may ask Sonya Witherspoon or Jessica Doege to print copies, if the transcripts are from A&M-CC.)

Contact Information

Your Name: ________________________________

SS#: ______________________________________

Mailing Address: ____________________________

Phone Number: ______________________________

Email Address: ______________________________

Statement of Qualifications:

On one or more separate sheets of paper, please discuss why you want to teach First-Year Seminar and how your educational background and work experience qualify you for this position. In addition, please select at least 2 of the learning communities that you would prefer to join and discuss why you are suited for those particular Triads or Tetrads. (See http://firstyear.tamucc.edu/wiki/Main/AboutFYPrograms for information about the First-Year Learning Communities Program, including a description of Triads and Tetrads.)
First-Year Seminar Leader Recommendation Form

Texas A&M University-Corpus Christi
First-Year Learning Communities Program:
University Core Curriculum

Note: This recommendation must be submitted to Sonya Witherspoon or Jessica Doege in the First-Year Programs Office (FC 253) by March 31, 2005.

To Be Completed by the Applicant:

I, _________________________, authorize _____________________ to complete this recommendation.

Please check one of the following:

_______ I understand that this information is confidential and that I freely relinquish my right to see this recommendation.

_______ I do not relinquish my right to review this recommendation.

Signature ___________________________  Date ______________

To Be Completed by the Respondent:

The information you supply will be used to assess the suitability of this candidate to lead a First-Year Seminar in the First-Year Learning Communities Program. Please take a few minutes to respond to each of the items listed below. Thank you. We appreciate your candor.

1) How well do you know the candidate, and in what capacity?
2) Rank the candidate by responding to the following statements:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Can’t Evaluate</th>
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<tbody>
<tr>
<td>A) Has good written communication skills.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
</tr>
<tr>
<td>C) Has good oral communication skills.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
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<tr>
<td>D) Has responsible work habits.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
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<tr>
<td>E) Capable of working cooperatively within the guidelines of a professional community.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
</tr>
<tr>
<td>F) Capable of working collaboratively within a professional community.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
</tr>
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<td>G) Will work well with a diverse first-year student population.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
</tr>
<tr>
<td>H) Has potential for succeeding as a seminar leader.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>Can’t Evaluate</td>
</tr>
</tbody>
</table>

3) Please make any additional comments that will be useful in evaluating this candidate. (You may attach a separate document.)

Signature: ___________________________  Date: ___________________________