SCHOOL OF ENGINEERING EDUCATION (ENE) APPLICATION FOR UNDERGRADUATE TEACHING ASSISTANTSHIP (UGTA)

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
   - Assist with one section (120 students per section) of a First-Year Engineering course.
   - Work as a part of a team with ENE faculty, Graduate TAs, and other Peer Teachers.
   - Attend two 2-hour class sessions each week; during class, assist students and teams with assignments and activities.
   - Perform grading, attend weekly meetings with the teaching team, and complete other duties as assigned.
   - Opportunities to assist with optional tasks such as evening office hours and exam proctoring may be available throughout the semester.
   - This position is paid hourly. You can expect to work approximately 8 to 12 hours per week with the possibility of occasionally working up to 15 hours per week.
   - Training is required for this position, and you will be paid for your time in training.

2. Out-of-class Grader
   - Help with the grading of one section (120 students per section) of a First-Year Engineering course.
   - Under the supervision of a course Graduate Teaching Assistant (GTA), grade at least half (60) of the section's weekly homework assignments.
   - Attend weekly meetings with the teaching team, and perform other duties as assigned.
   - This position is paid hourly. You can expect to work approximately 8 to 10 hours per week with the possibility of working up to 15 hours per week occasionally.
   - Training is required for this position, and you will be paid for your time in training.

Requirements to be considered for an Undergraduate Assistantship
- Be registered as an undergraduate student at Purdue.
- Have completed the First-Year Engineering course work or an equivalent course, with a grade of B or better.

Expectations of an Undergraduate Assistant
- Be dependable and willing to fulfill your obligations in a timely manner
- Follow directions of the Instructor and Graduate Teaching Assistant
- Comply with FERPA requirement
- Respond promptly to emails and inquiries from the GTA or instructor
- Accurately account for time worked and be punctual in turning in a timecard
- Support other members of the teaching team

Expectations specific to Peer Teachers:

- o Arrive at least 5-minutes prior to the start of class and stay up to 5-minutes after the assigned class
- o Model professional and appropriate behavior at all times
- o Come to class prepared to engage students in class

How to Apply
- Complete all information included on the application
- **We do not accept applications via email**. Please deliver a printed copy of this application to ARMS B122 or mail it to the address below.
- **ATTACH UNOFFICIAL COLLEGE TRANSCRIPTS** of all college level studies (not required if you have worked previously as a FYE- Peer Teacher or Grader). Records from MyPurdue are acceptable.

Timeline
- Applications are reviewed on a first-come, first serve basis; apply as early as possible.
- Once initial offers are extended, they will continue on a rolling basis until all positions are filled.

While we do our best to match qualified students with positions, all offers of employment are contingent on your schedule of availability matching our open positions.

Questions

Please contact:

Purdue University
Neil Armstrong Hall of Engineering
First-Year Engineering Operations Center, Room B122
701 W. Stadium Avenue
West Lafayette, IN 47907
Phone: (765) 494-3895
Email: fye-opscenter@purdue.edu

Please keep this cover page for your records.

SCHOOL OF ENGINEERING EDUCATION (ENE)

APPLICATION FOR UNDERGRADUATE TEACHING ASSISTANTSHIP (UGTA)

By my signature below, I confirm that I have read and understand the duties, responsibilities and expectations of an Undergraduate Peer Teacher and Grader found on the cover page of this application. I acknowledge and agree to comply by all the duties, responsibilities and expectations if offered a position.

Name: _____ **Date:** _____

This application is for consideration for employment in Fall, (**Year**) _____

Have you been reported to the Dean of Students for any incidents of academic dishonesty at Purdue or any other Institution?   Yes _____ No _____

If "Yes," please explain: _____

Position Interested in applying for (Circle ALL that apply)	
In-class Peer Teacher	Out-of-class Grader

Contact Information and Demographics	
First and Last Name: (Print Please)	
Preferred First Name: (nickname)	
Purdue ID #:	
Purdue E-Mail:	
Phone:	
Local (Campus) Address Line 1:	
Address Line 2:	
Home Address Line 1:	
Address Line 2:	
Citizenship:	
Native Country:	

Purdue Undergraduate Information	
Current GPA:	
Department/ School Acronym:	
Anticipated Graduation Date:	
Semester started at Purdue:	

Anticipated Schedule		
Anticipated number of Credit Hours for:	Fall	_____hrs.

Anticipated Schedule	
If you plan on having another job outside of this possible position with FYE: How many hours do you expect to work at your other job each week?	Hours per Week: _____

FYE Background	ENGR 131		ENGR 132	
Have you completed:	Yes	No	Yes	No
If no, list any equivalent course(s):				
Instructor:				
May we contact this Instructor?	Yes	No	Yes	No
May we contact a different Instructor of your choosing for a verbal referral?	Yes, Instructor_____		No	

Teaching Assistant Experience			
Do you have any Teaching Assistance (TA) experience?		Yes	No
Do you have other relevant experience? (circle all that apply)	None	Grading	Tutoring
List any other relevant experience:			

Application Questions
Why do you think you would make a good Peer Teacher or Grader for FYE? Describe in 3-4 sentences.
Describe how the engineering teaming experience was beneficial for you as a Purdue Undergraduate.
Please list programming languages, software packages, and operating systems in which you are proficient:
Other than technical skills, please list what you want to teach First-Year Engineering students (what do you want students to learn from you)?

Print, Sign and deliver to ARMS – B-122 (FYE– Operations Center). We do not accept applications via email.
All information provided is correct to the best of my knowledge. I will inform the First-Year Engineering Operations Center of any changes to the information that I have provided in this application.

Signature_____**Date** _____

Be sure to **ATTACH UNOFFICAL COLLEGE TRANSCRIPTS** to this application. See cover page, "How to Apply."