



TEACHING ASSISTANTS 2009-2010 Academic Year

The Office of Graduate Studies is recruiting qualified graduate students to serve as **Teaching Assistants** during the 2009-2010 academic year. Teaching Assistants will work with faculty to improve the delivery of undergraduate courses. A background in the undergraduate discipline is desirable, but an undergraduate major in the specific field is not required. Teaching Assistants are critical to the success of these courses and must be able to devote the necessary time to the position. It is recommended that graduate students carrying more than 9 credits or enrolled in a practicum or internship not apply for teaching assistantships.

Teaching Assistants work an average of ten hours per week and are paid \$2,250 per semester. TA's are usually expected to be available to attend the scheduled undergraduate classes. However, instructors are responsible for determining the assistant's specific duties. To be eligible for a Teaching Assistantship, a graduate student must be matriculated in a graduate program at USM and enrolled in at least six credit hours of graduate study during the semester(s) of employment. Students must maintain a 3.0 GPA during their teaching assistantship.

The following teaching assistant positions are available for the 2009-2010 academic year.

THE101G Intro to Drama – Fall 2009

TA will assist with class management, grading, record-keeping, and preparation for THE 101G large audio-visual lecture course in Luther Bonney Auditorium (Portland). The course is a world cultural history survey focusing on theatre. TA may also participate in lecture demonstrations as desired. The Teaching Assistant makes it possible for this to be a writing intensive course and also for students to have an individualized interaction with instructor and assistant. The course meets Tuesday 4:10-6:40 in the Fall only. TA should be able to meet at 2 pm on day of class to record grades and prep for class and would need to stay (most days) until 7 pm to gather assignments, answer questions, and return videos. TA will spend additional time proctoring make-up exams and rough grading objective portions of 3 exams.

PSY 101J General Psychology I (Position #1)

Time & Location: TBA – Fall 2009

Teaching Assistant supports student progress through e-mail and course Blackboard site. Access to a computer and the World Wide Web is vital. Duties include the evaluation and grading of some student work, sending weekly e-mail to every student, responding to e-mail within 12 hours of it being received, posting daily update on student progress, recording "clicker" grades in Blackboard, converting questions from PowerPoint into Blackboard, and other responsibilities to be determined with the instructor. There is a possibility of delivering one or more lectures if the teaching assistant is interested. Note that this class may enroll as many as 200 students!

EYE 111 –Gorham Campus - Fall 2009

Tuesday & Thursday 9:30-10:45 & 11-12:15

EYE courses are first-year interdisciplinary studies that assist undergraduate students in their transition to college in an academically rigorous context. The TA should be a self-reflective learner, able to think about his or her own learning processes and relate those to the students he or she is assisting. The qualified TA will ideally be a USM graduate or at least have some undergraduate experience at USM.

The selected TA will assist two faculty members with four sections of EYE 111. Assistance will include keeping records of attendance and of ungraded work, maintaining the course Blackboard sites, holding regular office hours, providing tutoring and assisting with in-class exercises. The TA will also help with required co-curricular learning experiences which students will complete outside of class throughout the semester. Opportunities for additional collaborative teaching with the primary instructors will be available as appropriate.

PSY 101J General Psychology I (Position #2)

Portland Campus- 303 Payson-Smith – Fall 2009

Tuesday and Thursday 1:15 p.m. – 2:30 p.m.

Teaching Assistant attends classes, holds weekly study group sessions, proctors exams, and is responsive to student questions via e-mail.

Completed applications should be mailed to:

Janet Casey

Office of Graduate Studies

University of Southern Maine

PO Box 9300

Portland, Maine 04104-9300

**or e-mailed to jancasey@usm.maine.edu,
or hand-delivered to 39 Exeter Street, Portland Campus,
by May 22, 2009.**