



University at Buffalo
The State University of New York

University Honors College
Undergraduate Education

**Honors Colloquium
Teaching Assistant
Fall 2015 Application**

**Submit to the front desk in 106 Capen
by Wednesday, February 25 at 4 p.m.**

Name _____ Person # _____

Local Address _____

Local Phone # _____ Email _____

Permanent Address _____

Major(s)/Minor(s) _____

Current GPA _____ Expected Graduation Date _____

Have you previously been a Colloquium TA? Yes No (Please check)

Will you require early move-in for August 27th TA Training? Yes No (Please check)

Please list the names and email addresses of two individuals who may be used as personal references and indicate how you know this individual. Please select two from the following list: 1) a staff person with whom you have worked at a community service organization, 2) a professor who can speak to your discussion facilitation and critical thinking skills, 3) a current or former employer, 4) a peer with whom you have done community service, group projects, or other team-based work (could include your Colloquium TA), or 5) a supervisor from a campus activity or club.

1) _____

2) _____

Please attach the following items:

1. Portfolio/resume demonstrating prior work/leadership/teaching experience, campus and/or community activities, and academic honors.
2. A one-page typed statement indicating your motivation for applying and what you will bring to the Colloquium TA position.
3. Please indicate where you performed your service for Colloquium. Briefly state what you learned and assess the ways in which that experience impacted you.

Please note that a 30 minute interview will be required. Indicate your availability for the following dates, as we will assign interview slots accordingly:

Monday, March 2nd (9:00-3:00pm) _____

Tuesday, March 3rd (9:00-3:00pm) _____

Wednesday, March 4th (9-4:30 pm) _____

For more information please contact Jessica Seabury at (716) 645-3020, or jseabury@buffalo.edu.

Honors TA Position Overview

Honors Teaching Assistants lead first-year student HON 102 sections in the fall semester. They will facilitate service learning projects for the freshmen students and act as a liaison between the students and the community partners. We are looking for outstanding students who have demonstrated some or all of the following attributes.

- Successful completion of HON 102—Honors Colloquium
- A participatory, positive attitude in previous community service environments.
- An ability to take the initiative to go above and beyond the stated responsibilities of a particular role.
- Professionalism and maturity.
- Facilitation and analytical thinking skills.
- Good standing in the Honors College

Some reasons to be an Honors Teaching Assistant:

- Four graded academic credits for HON 495, based on work as a facilitator and time spent training for this role to be applied toward your Honors Experience curriculum.
- Facilitation and leadership skill development.
- Programming experience that demonstrates application of leadership skills.
- Development of professional interpersonal behaviors.

Honors Teaching Assistant Responsibilities:

- Facilitating one of the following 14 weekly HON 102 sections:
 - Mondays 1:00-1:50 p.m. (three sections)
 - Mondays 2:00-2:50 p.m. (three sections)
 - Mondays 3:00-3:50 p.m. (three sections)
 - Wednesdays 1:00-1:50 p.m. (three sections)
 - Tuesdays 10:00 to 10:50 a.m. (three sections)
- Completing readings and lesson planning for the HON 102 section.
- Serving as the liaison between the Honors College faculty member and the service site.
- Participating in TA meetings with HON 102 faculty member and other facilitators once per week on Wednesdays from 3:00-5:00 p.m.
- Grading of reading response and reflection papers.
- Submission of weekly reflection papers and a final reflection paper.
- Holding office hours one hour per week in the Honors College offices.
- Attending scheduled orientations as follows:
 - One two-hour session at the end of the spring 2015 semester tentatively scheduled for Tuesday May 12th.
 - One full-day training on Thursday, August 27th from 9-5pm. Arrangements will be made for early on-campus move-in, if necessary.