UBMS Teaching Assistant Fact Sheet

**Training** – The Counseling Coordinator will set up a training session for the TA staff to begin on June 2, 2016. It will be all day training.

The training is designed to make certain that the TA staff is knowledgeable about the goals of UBMS, the rules that will apply to the participants and to the staff, and to build a cohesive team with the RTs and Central Staff. The TA staff must deal with many different situations and the best results will follow if the staff *truly* is a team.

**Duty Schedule** - The TA staff will be “on duty” from June 6 – July 14, 2016, between 7:45 a.m. and 5:00 p.m. with work time depending on their status as a summer student employee or regular staff.

**Responsibilities** - TAs attend UBMS classes. They assist instructors with classroom and laboratory preparation, supervision and discipline. They will supervise students in classrooms and labs, during class breaks, and on class field trips. They will consult and/or coordinate with instructors to provide assistance as needed, especially in group research projects and academic tutoring. TAs monitor student progress, attendance, and behavior, and enforce program rules. TAs serve as role models for high school participants in the college classroom and lab.

**Time Off** - The above schedule will apply for the entire 6 weeks of the program, with the exception of July 4, 2016, when there will be no classes held.

**Student Orientation** - Potential first year participants and their parents are invited to campus for an Orientation session. At Orientation we conduct interviews, give them an overview of the program, and answer all the questions they have. We need the TA staff to help with this. It is NOT a requirement, but it is a tremendous help to us, and it helps the TA begin to know the possible participants. In addition, it reassures the parents and students to see those who will be involved with the program.

TAs can help with registration and/or greeting parents and students, interviewing, and answering questions. Help is *especially* needed for the interviews. This year Orientation is scheduled for Saturday, April 16, 2016 beginning at 8:00.

**Pay Schedule** - TA pay for the six weeks will be paid in July and August, dates determined on the student status of the TA. Pay rate is $10.00 per hour for 2016.

**Quality of Students** - The participants in UBMS are selected in part because of a stated interest in Math and/or Science and a related career. They tend to be better students overall. Thus the UBMS participants generally are at the middle to upper levels of the class ability distribution. This is not a *requirement* for belonging to UBMS, but seems to be a trait that participants have.