



SUFFOLK UNIVERSITY
Beacon Hill
41 Temple Street
Boston, MA 02114

*Office of Student Activities
and Service Learning*

phone: (617) 573-8320
fax: (617) 305-1765

January 22, 2008

Dear Applicant,

Thank you for your interest in the SU101 Teaching Assistant position! This position is an extremely important one, filled with many challenges and rewards. It provides an invaluable opportunity to connect with and support fellow students as they begin their college experience at Suffolk University. Additionally, personal benefits include building strong interpersonal and public speaking techniques, gaining valuable teaching experience, and developing relationships with fellow TAs and Instructors.

This packet includes a lot of information regarding the SU101 Teaching Assistant position and the application process.

The following information is included:

- General Information about the SU101 Course
- General Information about the SU101 Teaching Assistant Position
- Application Materials and Requirements
- Timeline for selection and Fall training information

Please note that the application materials should be returned no later than **February 15, 2008** to the Office of Student Activities and Service Learning (Donahue Room 529), at which time you will schedule your interview.

If you have questions about the SU101 Teaching Assistant opportunity, please contact Jessica Fortin at jessica.fortin@suffolk.edu or 617-573-8320.

Sincerely,

Beth Rosenbleet
Associate Director
New Student Programs

Jessica Fortin
Graduate Fellow
New Student Programs

Timeline for SU101 Teaching Assistant Selections

<p style="text-align: center;"><u>SU 101 TA Information Sessions</u></p> <p>Find out more about the program, the position, and ask any questions as you consider this new opportunity at Suffolk University!</p>	<p style="text-align: center;">Tuesday, January 22nd 1-1:45pm Donahue, Room 403</p> <p style="text-align: center;">Thursday, January 24th 9-9:45am Donahue, Room 403</p> <p style="text-align: center;">Monday, January 28th 6-6:45pm Donahue, Room 403</p> <p style="text-align: center;">Wednesday, January 30th 12-12:45pm Donahue, Room 403</p>
<p style="text-align: center;"><u>Applications Due</u></p>	<p style="text-align: center;">Friday, February 15, 5pm Donahue, Room 529</p>
<p style="text-align: center;"><u>TA Interviews</u></p>	<p style="text-align: center;">February 25th – March 14th</p>
<p style="text-align: center;"><u>TA Notification</u></p> <p>After reviewing all the applicants, the selection committee will contact the final candidates via email.</p>	<p style="text-align: center;">Monday, March 31st</p>

What is SU101?

SU101 is a one-credit course that meets once a week and is designed to enhance a new student's first year experience and to ensure a successful transition to Suffolk University and our unique urban community.

Through class discussions, readings, and engaging assignments, students will discuss a variety of topics, including academic success strategies, personal goals and self-awareness, and areas of personal interest. Students will develop the skills and attitudes necessary for becoming a successful university student.

SU101 helps new students learn how to be successful both academically and interpersonally. It also will help students adjust to campus and city life. Learning how to balance freedom and social responsibility within the framework of academic success is the goal of all SU101 activities and exercises.

Why should I take SU101?

SU101 is unlike any other course because it is designed around new students' overall success at Suffolk. This course will help students succeed both inside and outside of the classroom.

These are some of the unique features that make SU101 an ideal option for first year students:

- **Dedicated Instructors and Small Classes:** Full-time faculty and professional staff serve as SU101 instructors. This helps ensure that instructors can serve as a resource and referral for questions in many areas of college life. With a class capacity of 15-20, students will be in a group where they can actively participate, sharing their ideas and thoughts.
- **Upper-Class Teaching Assistants:** Each section of SU101 is assigned an upper-class student to serve as a teaching assistant. These assistants provide a peer's perspective on being successful at Suffolk and a unique opportunity to connect with another student for ongoing advice and support.
- **SU101 Speaker Series:** To complement what students are learning in SU101, there will be engaging speakers invited to present on relevant and timely topics.

The course focuses on 4 major areas:

- **Academic Skills and Resources:** identifying resources to enhance critical reading, writing, problem solving, library and internet research, study skills and time management, public speaking, group work, and technology use.
- **Personal Development:** developing a sensitivity and appreciation of other cultures and ideologies, coping with change, managing time and stress, values assessment, and application of personal and life experiences to classroom materials.
- **Career and Professional Preparation:** exploring academic fields and clarifying professional interests using reflective exercises and career assessment inventories.
- **Campus Resources and Involvement:** fully utilizing campus resources designed to support your success and examine the many opportunities to enrich your University experience by becoming involved in student life.

SU 101 Teaching Assistant Job Description:

As an SU101 Teaching Assistant, you will be assigned to an SU101 course section and paired with a faculty/staff instructor. Your main function will be to provide a peer's perspective on being successful at Suffolk. The intention behind creating TA positions for this course is to foster a unique opportunity for first-year students to connect with an upper-class student for ongoing advice and support.

Qualifications for SU101 Teaching Assistant Applicants:

- Sophomore, Junior, or Senior status achieved in the Fall of 2008
- Minimum Cumulative GPA of 2.8
- Good judicial standing at Suffolk University

Remuneration for SU101 Teaching Assistants:

- Total financial award of \$1000 (\$600 paid bi-weekly throughout the Fall 2008 semester and \$400 credited to your student account in Spring 2009 semester upon successful completion of SU101 Teaching Assistant duties)

Expectations of Teaching Assistants for SU101:

- Model critical thinking, reflection, sense of responsibility, commitment to academic standards, and informed decision making.
- Role-model appropriateness and professionalism.
- Collaborate with and support the instructor with class discussions and out of class obligations.
- Show active and enthusiastic participation in classes.
- Contribute to the planning and facilitation of class.
- Provide outreach to students and be accessible to individuals.

TA Duties may include (but are not limited to):

- Attend either May or August training session for SU 101 TAs/Instructors
- Attending all SU101 classes
- Attending all SU101 out of class requirements, approximately 4-6 hours per month
- Creating a plan for student contact outside of class (email, listservs, etc.)
- Meeting with students individually or in small groups
- Meeting with instructor on a regular basis
- Leading students in class activities and/or helping coordinate out-of-class activities
- Connecting students with campus resources
- Presenting topics and leading discussions relevant to first-year students

SU101: Strategies for Academic and Personal Success
Teaching Assistant Application
Fall 2008

In addition to this application, you are required to submit the following items:

- √ Resume
- √ Cover Letter
- √ Personal Statement (Responses to the 5 questions on the following page)
- √ Suffolk University Transcript

Return all materials to the Office of Student Activities and Service Learning located in Donahue, Room 529. These materials are due no later than **Friday, February 15th, 2008 at 5pm.**

Thank you for your interest! Additional SU101 information is located at www.suffolk.edu/su101.

Please provide the following information. (Please type or print legibly.)

Name: _____ Suffolk ID: _____

Local Address: _____ Local Phone: _____

Will your local address be the same in the fall? (*Please circle*) Yes or No

If no, please list fall address: _____

E-mail _____ (*please list primary and most reliable address*)

Permanent Address: _____

Permanent Phone: _____ Major: _____

Current Class Standing (please circle): So Jr Sr Cumulative GPA: _____

Number of Completed Credit Hours: _____ Number of Semesters Completed at Suffolk: _____

How did you learn about this opportunity? _____

Have you taken SU101? (*Please circle*) Yes or No

If yes, please list the grade that you received: _____

Please list any clubs, organizations, jobs, or activities you have been involved with outside of the classroom as a Suffolk University student.

Please list the names and phone numbers of two Suffolk University faculty or professional staff to serve as references.

1.

<i>First Name</i>	<i>Last Name</i>	<i>Relationship to Applicant</i>	<i>Email/Phone</i>
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2.

<i>First Name</i>	<i>Last Name</i>	<i>Relationship to Applicant</i>	<i>Email/Phone</i>
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On a separate sheet, typed and double-spaced, please formulate a personal statement regarding the SU101 Teaching Assistant position. Your answer should be limited to *no more than* one page per question.

1. Why are you interested in being a SU101 Teaching Assistant?
2. What skills and attributes do you possess that will enable you to be successful in the SU101 Teaching Assistant position?
3. What are the three most relevant issues for first-year students?
4. How would your other time commitments (academic, social, co-curricular) affect your ability to function as a Teaching Assistant?
5. If your instructor gave you the opportunity to teach one class meeting on any topic you feel would be important to first year students, what would you select? Describe the process you would use to develop your lesson and how you would go about delivering the information to the class.

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Jessica Fortin at jessica.fortin@suffolk.edu or 617-573-8320