

**DePauw Summer English**

**Immersion Institute**

**TEACHING ASSISTANT APPLICATION**

***What it means to be a Summer Institute Teaching Assistant***

Qualified students selected to work as Teaching Assistants represent DePauw University to new international students and provide important academic support in an intensive English preparation program. Teaching Assistants should demonstrate strong leadership skills, feel comfortable leading group activities in a dynamic and sometimes unpredictable environment, speak well in public, be academic role models, and demonstrate interest in working with students from around the world on English language and academic skills. Duties include participation in training and in-class academic skills instruction as well as cultural and social events associated with the program. Those chosen as Teaching Assistants represent the academic excellence of DePauw University to Institute participants. **Open to all students.**

***Requirements – Qualified candidates will:***

* Be currently enrolled as a student at DePauw and have completed, or be close to completing, at least one academic year.
* **Be available for full-time employment (training and Institute) from July 29-August 16**.
* Have a cumulative GPA of 3.0 or higher.
* Possess strong interpersonal, written, and oral communication skills.
* Demonstrate a clear commitment to diversity and inclusion on DePauw’s campus.
* Be available for one or more training sessions during the spring semester.

***Preferred Qualities***

* Bilingual (English and any other language).
* Previous leadership and tutoring experience.
* Interest in teaching and/or second language acquisition/TESOL.
* Possess a US driver’s license.

***Job Responsibilities***

* Communicate and work effectively with program administrators, teaching faculty, students, and fellow tutors.
* Assist Institute participants with academic English writing, reading, and speaking activities as directed by program faculty. **TAs will also be asked to plan some activities independently and in teams with other TAs.**
* Help students become familiar with academic expectations and resources at DePauw.
* Participate in out-of-class cultural activities, off-campus excursions, social events, and meals.

**HOW TO APPLY**

Application materials must include\*:

* Completed application
* Resume
* One letter of reference from a faculty member emailed to Lynn Ishikawa. Please note that letters should come from faculty other than Lynn Ishikawa and Tamara Stasik.
* **Important: Please request your recommendation at least two weeks prior to the deadline and include the following statement as part of your message to the faculty member:**

*Thank you for your time in recommending a student for the Summer English Immersion Institute Teaching Assistant position. The Institute is a two-week program which introduces academic skills to new international students and helps build their connection to DePauw. We seek candidates with a strong academic record who can take initiative, manage their time well, provide feedback on student writing, speak in front of a group, work productively with others, and react proactively and flexibly to unexpected situations. We appreciate any insights you can offer about these particular characteristics, as well as any challenges you think the applicant might have in the position. Thank you again for your time. Please send your reference to Lynn Ishikawa at lynnishikawa@depauw.edu. Feel free to contact Lynn Ishikawa or Tamara Stasik with questions.*

\***Note for returning TAs:** Students who have served as Teaching Assistants in previous years can reapply by completing the application, sending an updated resume, and answering the question for returning TAs at the end of this form. If the original application included a faculty reference, it is not necessary to submit a new letter; however, please include the name of a *different faculty member* who would be willing to provide a reference if needed.

Candidates selected as finalists will receive a request by e-mail to select a group interview date. Off-campus applicants will be interviewed via remote conferencing.

**Only complete application packets will be reviewed.**

**Application Deadline:** All application materials are due by **March 12th**.

Please email your application to BOTH Professor Lynn Ishikawa lynnishikawa@depauw.edu and Professor Tamara Stasik tamarastasik@depauw.edu

**SUMMER ENGLISH IMMERSION INSTITUTE**

**TEACHING ASSISTANT APPLICATION**

Please type or write clearly.

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E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Class Status: FY SOPHMORE JUNIOR SENIOR

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of the Faculty who has agreed to write a letter of recommendation:

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**TAs must be available from July 29-August 16, 2019. Please confirm your availability below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Have you accepted or are you applying for other positions (DPU or otherwise)?**

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**Do you have a US driver’s license?** Yes No

**Are you available for the spring training on May 2, 2020?** Yes No

Please answer the two questions below. You may attach a separate document or use this form. (Returning TAs, please see the alternate question below.)

1. **Explain why you want to be a Summer Institute Teaching Assistant and why you believe you would succeed in the role.** Include the qualities you possess that would make you a successful TA as well as evidence to illustrate the ways you can contribute to the program.

2. **Based on what you know about the Institute, what do you think would be the most challenging aspect of the job for you and why?**

**Alternate question for returning TAs**: What inspires you to apply to be an Institute TA a second time? If hired, what would you like to accomplish, and how would you approach the experience differently this time?

*Applications must include one recommendation letter from a member of the faculty\*. Letters can be e-mailed to* *lynnishikawa@depauw.edu**.*

\*Note the exception for returning TAs.

I hereby confirm that all statements contained in this application are true to the best of my knowledge, and I understand that any misrepresentation of facts will be sufficient cause for dismissal.

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