

The Center for Teaching and Learning Teaching Fellow Program Description

The Center for Teaching and Learning (CTL) Teaching Fellows Program provides a unique opportunity to enrich students' learning outside the classroom. Nominated by Departments as leaders with the ability to facilitate student learning in a specific subject, Teaching Fellows staff departmental study spaces, where they cultivate student understanding of subject-specific discourse and inquiry, model out-of-class engagement, and help direct learning. Students benefit when they learn with and from other students: questioning and listening improve communication ability and help clarify knowledge, while discussion increases critical thinking skills. In addition, the Teaching Fellows Program creates a cultural expectation for comprehensive development of the abilities outlined in Goals 1 and 2:

Goal 1: *The essential skills which serve as a foundation for effective communication.* These include the ability to read and listen critically and the ability to speak and write effectively.

Goal 2: *The essential skills which serve as a foundation for critical thinking and argumentation.* These include the ability to articulate a question, identify and gain access to appropriate information, to organize evidence, and to construct a complex written argument.

CTL Teaching Fellows actively work to enhance the classroom experience by offering individual and small group guidance to students, as well as feedback to faculty. Teaching Fellows are trained to facilitate learning by directing conversation, posing challenging questions, suggesting effective study strategies, providing feedback and directions to additional resources. Teaching Fellows will often work closely with faculty members to coordinate student preparation for specific assignments.

CTL Teaching Fellow Selection Process

- Applicants must be nominated by an Academic Department
- Nominated students receive an invitation from the CTL to apply
- Applicants submit a completed application
- Applicants receive a 30 minute interview, which includes a 5 minute videotaped teaching sample
- Selected Applicants receive an invitation to accept a Teaching Fellows position

CTL Teaching Fellow Responsibilities

- Attend training session in August
- Schedule up to 10 hours a week at Departmental Study Table
- Attend staff and training meetings
- Keep detailed and accurate records of job activities
- Maintain ongoing communication with the CTL and Departmental Faculty Liaison
- Maintain the highest standards of professional behavior when representing the Center for Teaching and Learning and Academic Department

The Center for Teaching and Learning Teaching Fellow Application and Hiring Process

Applications

Applications are available at the CTL in Harris House.

A complete application includes the following:

1. A completed application form.
2. A 1-2 page written essay detailing your qualifications and explaining your motivation to become a Teaching Fellow.
3. A copy of your Hobart and William Smith transcript.
4. A resume.

Hiring Schedule

-All applications are due *Friday, March 30th by 5:00 p.m.* at the Center for Teaching and Learning in Harris House, 678 South Main Street. Incomplete applications will not be considered.

-Applicants selected for interviews will be notified by Monday, April 2nd, and asked to schedule an interview at the CTL.

-Interviews take place between Monday, April 2nd and Friday, April 13th.

-Final selections will be announced on Monday, April 23rd.

The Interview

-The hiring committee, which is composed of the Director and Staff of the Center for Teaching and Learning, as well as Departmental Faculty Liaisons, will interview the selected applicants.

-Interviews will be no more than 30 minutes long.

-During the interview, applicants will teach a 5-minute lesson in their subject, which will be videotaped.

The Center for Teaching and Learning Teaching Fellow Application

Section 1: Information

Name: _____
E-mail Address: _____
Phone Extension: _____
Cell Phone: _____
P.O. Box: _____
Class: _____
Grade Point Average: _____
 In Major: _____
Major: _____
Minor: _____
Faculty Advisor: _____
Summer Address: _____
Summer Phone: _____

Are you a FinAid student? Y N
Do you have established plans to study abroad? Y N
If so, which semester(s) will you be away?

List any languages other than English that you speak/write:

| Language | Spoken Proficiency (fair, moderate, or fluent) | Written Proficiency (fair, moderate, or fluent) |
|----------|---|--|
|----------|---|--|

- 1.
- 2.
- 3.

Section 2: Brief essay

In a 1-2 page, detailing your qualifications and explaining your motivation to become a Teaching Fellow. Please highlight any related experience, including but not limited to, leadership positions, competitive speaking or other oral communication, publications or other writing, past tutoring or mentoring opportunities.

***** Please remember to attach essay and HWS transcript to this application *****