Title: Teaching Intern

Employment Dates: April 29, May 13, July 6, July 9 – August 5, 2017

Program Dates: July 9 – August 5, 2017

Working Hours: 8 am – 5 pm (with some variability; see attached schedule)

Pay Rate: $2,500 (plus 3 meals daily during program dates)

Program Description: The UC Davis California State Summer School for Mathematics & Science (COSMOS) program is a month-long residential program for 200 high achieving and motivated high school students. Students participate in one of nine topic specific cluster areas taught by UC Davis faculty. Academic and recreational outings are an integral part of the students’ COSMOS experience.

Position Description: Under the direct supervision of the Resident Dean, and general supervision of the Senior Resident Assistants, Teaching Interns (TIs) are responsible for, but limited to: supervision of high school students, attendance of all classes and academic outings, policy enforcement, conflict mediation, overall safety and security of students, and assistance with crisis management and emergency response. TIs generally work weekdays from 8 am to 5 pm and Sundays from 12 to 5 pm. Please see attached schedule for a more detailed description of on-call hours and special cases. TIs are members of the residential staff but do not live in the residence halls.

As there is an educational component to this position, TIs are assigned to a specific cluster and must be familiar with the topics covered by those classes. Please be sure to read over the cluster descriptions prior to applying, as there must be evidence that applicants have experience with the cluster subject matter. Cluster descriptions can be found online at: http://cosmos.ucdavis.edu/clusters.htm

TIs partner with a Resident Assistant (RA) assigned to the same cluster and one Floater RA. The RAs are the part of the residential staff that are on-call during the nighttime hours (5 pm – 8 am) and are responsible for the recreational portions of the student schedule. One of two Floater RAs will be assigned to the cluster as well; they will be the person leading the cluster on the RAs night off. Together, this team will lead one cluster.

Position Qualifications:

Required:
- UC Davis Undergraduate student – registered through Spring Quarter 2017
- Must be in good academic and student standing
- CPR and First Aid certified OR be able to be certified prior to the start of the program
- Participate in a DMV pull notice
- Clear a criminal background check
- No vacation days during the employment dates
Available during on-call hours (see attached schedule)
Experience with cluster topics and an interest in teaching high school students
Able to complete the duties and responsibilities required of the position

Preferred:
• Experience managing youth groups
• Ability to assess needs and concerns of high school students
• Experience working in a multicultural environment
• Flexibility to meet changing needs of the program
• Ability to lift up to 30 pounds
• Have taken either MAST 181, 183, or both

Duties and Responsibilities:
• Provide guidance and supervision to students ranging from ages 13-18
• Provide personal support to students
• Plan and lead at least one lesson during the program
• Attend and supervise all academic outings
• Serve as a role model for appropriate conduct on a college campus
• Attend residential staff meetings
• Facilitate morning announcements with students
• Prepare and submit paperwork (such as incident reports, weekly reports, etc.)
• Ensure safety and welfare of students by enforcing rules and addressing conduct issues
• Respond to emergencies as required
• Complete any additional duties assigned during the program in a timely manner

Additional Information:
• TIs must be available for Spring Quarter Saturday Training days listed in the employment dates. These dates are included in the pay rate.
• All staff members work on Opening and Closing days.
• TIs must attend one day of in-dorm training on July 6th to become familiar with policies and organization of the residence halls.
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- Outing dates will be determined at a later time. When agreeing to this position, you agree to work the hours outside of the general on-call hours that are required for the cluster specific (academic) outings.
- For example, some clusters will have academic outings that must leave Davis by 7 am to reach the destination on time. In these cases, the TI must be prepared well before the normal 8 am on-call time. However, the cluster RA will also be responsible for helping prepare students in these situations.
- Additionally, cluster 4 (Astrophysics) has mostly nighttime outings; the TI for this cluster will be expected to attend these outings.
- Sunday hours must be spent on campus (dorms, DC, MU games, ARC). Some of these hours will be designated for debriefing and lesson preparation.
- If you are unsure about the outings’ responsibilities, please be sure to ask before choosing not to apply!
COSMOS 2017
Application for Teaching Intern

Submit the following no later than **4:00 pm on March 8, 2017**.

The items listed below must be submitted; incomplete applications will not be considered. You may use additional pages as necessary.

**Completed Application Form**

**Résumé**

**One Recommendation Form** – completed by a current or previous supervisor/professor

Applications must be submitted to our office:

**COSMOS**

1204 Mathematical Sciences Bldg.

UC Davis

**Office Hours:**

10 am – 4 pm

Monday – Thursday

*If our office is not open, slip your application under the door or take it to the MSB main office and tell them it’s for COSMOS.*

Please expect to receive an email from the Resident Dean regarding interviews in the week following the submission deadline.

If you have any questions, email Stefanie Smart, UC Davis COSMOS Resident Dean, at slsmart@ucdavis.edu.
COSMOS 2017 Teaching Intern Application

Cluster: ____________________________________________________________

Name: Phone:

Preferred Name/Nickname:

UCD email:

Preferred email (if not UCD email):

UCD SID: Year in School (at time of application):

Major/Minor:

Are you currently in good academic standing? Yes No
If no, please explain:

Do you have any previous COSMOS experience? Yes No
If yes, what year and in what capacity (employee, student, etc.)?

Have you taken any CalTeach/MAST classes? Yes No
If yes, which one(s) and when?

Are you currently certified in CPR? Yes No

Are you currently certified in First Aid? Yes No

CPR/First Aid certifications are requirements of the position and must be valid by the beginning of the program, and must last through the end of the program.
Employment History

*Please attach a current résumé to this application.*

Please list two professional references:

1. **Employer/Supervisor’s Name:**
   - Supervisor’s Title:
   - Email:
   - Phone Number:
   - Your Job Title:
   - Brief description of your job duties:

2. **Employer/Supervisor’s Name:**
   - Supervisor’s Title:
   - Email:
   - Phone Number:
   - Your Job Title:
   - Brief description of your job duties:

___ By checking this box, I authorize COSMOS to contact previous supervisors to verify employment and job responsibilities.

1. Please describe the qualities you believe are necessary for effective leadership.
2. Please describe up to three occupational or extracurricular activities that you have participated in which demonstrate these leadership qualities.

3. Please share your experience working with youth programs or students in a classroom setting.

4. Please describe any experience you have with the topics taught in cluster # ______.
   *(Include classes, internships, work experience, etc.)*

5. Please list any other experience or skills you possess that may benefit COSMOS.

How did you learn of this position?
COSMOS 2017 Residential Staff

Previous Employer/Professor Recommendation

The student who requests your recommendation is applying for a position with the California State Summer School for Mathematics & Science (COSMOS) at UC Davis. As part of the residential staff the student will oversee groups of high school students living at UC Davis during a 4-week academic program. Selection will be based on demonstrated leadership skills, experience, responsibility, creativity, and enthusiasm for working with high school students.

Please return this form no later than Wednesday, March 8th to the student or directly to our office:

Stefanie Smart
COSMOS, UC Davis
1204 Mathematical Sciences Bldg.
One Shields Ave.
Davis, CA 95616
P: (530) 754-7325
F: (530) 754-7327
slsmart@ucdavis.edu

Applicant’s Name:

Length of time you have known the applicant:

In what capacity have you known the applicant?

Please describe the applicant’s typical work and/or academic performance and preparation.

How would you characterize the applicant’s leadership skills and responsibility to others?
What evidence have you seen in your interactions with the applicant that would contribute to a community of young scholars in math and science?

Personal Qualities – *please check the box that best describes the applicant’s personal qualities.*

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**Previous Employer/Professor Information**

Name:

Title:

Email:  

Phone Number:

Signature:  

Date: