

TO: Graduate Students
FROM: Tyrus Miller, Dean of the Graduate Division
Jessica Fiske Bailey, Assistant Vice Provost, Undergraduate Education
DATE: February 28, 2013
SUBJECT: Call for Applications – deadline March 20

UCSC Summer Session is accepting applications for a Graduate Student Instructor (GSI) to develop and direct a course on pedagogy for GSIs primarily, and TAs secondarily, teaching in summer session.

Background

Currently academic departments train and mentor GSIs (and TAs), providing them with the policies, resources, and assistance they need to be successful instructors. Graduate pedagogical training mainly occurs in fall with additional help offered by individual faculty in winter and spring. However, no formal training is currently offered to graduate students teaching for the first time in the summer.

The result is that graduate students are often unaware of key policies and resources that would make their transition to instructor easier.

Proposal

Summer Session, in conjunction with the Graduate Division, intends to develop a certificate program for GSIs in the summer. We are seeking a GSI to develop and teach the course to be launched as a pilot program in both sessions of summer school in 2013: (one in Session I: June 24 - July 26 and the other in Session II: July 29 - August 30).

A GSI who attends, actively participates, and successfully completes the course would receive a certificate, contingent on Graduate Council approval of this program. The course is expected to be 5 weeks and include 90-minute classes once a week with guest lecturers, exercises, practicums, and informal discussions. It would focus on issues and pedagogy that span across disciplines, and provide a venue for discussing case studies and different approaches (including some that vary between the sciences, humanities, social sciences and arts.). The course will be developed to enable GSIs teaching in the summer to participate in and learn from the course while teaching.

Topics covered in the course might include:

- Engaging students in class (including large ones)
- Academic Integrity (how to prevent violations and address suspicions)
- Importance of learning names
- Defining expectations and writing learning outcomes
- Writing a good syllabus
- Providing feedback and grading

- Appropriate use of A/V and technology
- ECommons
- Creating good homework assignments, quizzes and tests
- Supporting students with disabilities and managing absences, other issues
- Advising/helping students
- Bias in the classroom
- Privacy of student information
- Sexual harassment
- Managing conflicts
- Authority vs. openness in the classroom

The position

The GSI(s) hired in the position(s) would develop and teach the pedagogy course outlined above, including developing the syllabus and identifying course materials, speakers, resources, and assessment measures (subjective and objective). We are looking for people to coordinate the involvement of faculty who are teaching in the summer as well as seek input from former UCSC teaching award winners. The course developed should be sustainable in its general outline in future years (able to be modified and taught by others).

Compensation for the position is a 5-unit course equivalency and a \$500 research stipend.

Application process and timeline

To apply, please send to Jessica Fiske Bailey, Assistant Vice Provost of Undergraduate Education at jfbailey@ucsc.edu:

- A cover letter outlining your interest in and skills and experience relevant to the position(s),
- Your curriculum vitae showing previous teaching experience, and
- A concept syllabus

The **deadline for applications is March 20** and selections will be made by mid-April. Teaching award winners and head TAs are encouraged to apply.

The review committee will interview several candidates that submit material that best demonstrates excellent communication skills and enthusiasm for and and experience in teaching, preferably at UCSC. Letters of reference will be solicited from finalists.