

Information on Math TLC Teaching Assistant Positions

Background: The [Math TLC](#) (Teaching and Learning Center) was started in the fall semester of 2004 to provide students taking the Math 010 and Math 110 algebra courses with an integrated online/classroom/tutor lab environment to maximize their opportunity to master the course material and move on to the next level of math. An important part of creating this environment is employing and training qualified UW-Stout undergraduate or graduate students to work one-on-one with students in the Math TLC Open Lab and to serve as teaching assistants in the classroom.

Job Description:

Math TLC TA's are responsible for

- One-on-one tutoring of Math 010 and 110 students in the Math TLC Open Lab
- Completing a set of review problems each week in preparation for the material to be covered in classes the following week
- Attending biweekly training sessions on strategies for teaching algebra to students with poor math skills and high anxiety levels.
- Assisting teachers and students during scheduled class periods, including assisting with homework problems and helping proctor tests and quizzes
- Assisting the Math TLC director in maintaining and improving the environment in the Math TLC classroom and open lab room

Minimum qualifications:

- Successful completion of Math 110 in the Math TLC with a grade of A or A- and a recommendation from your instructor
- **OR** -
- Completion of Math 120 or higher with a grade of at least B+
- **OR** -
- Math Placement Test score of Level 4 or higher and concurrent enrollment in calculus

Preferred Qualifications:

- Previous experience as a math tutor or teaching assistant at any level (including pre-college)
- Familiarity with the CourseCompass/MyMathLab software that is used for the course
- Successful completion of calculus or higher math courses
- Career plans that include teaching in any field and/or working with applications of math or computer science

Pay scale and work-study hours: Students who qualify for work study can be paid from work study funds for their work in the Math TLC, but eligibility for work study is not a requirement of the job. Pay scale begins at \$7.00 per hour and may be higher dependent on qualifications and experience.

If you meet at least one of the listed minimum qualifications and are interested in being considered for a position as a Math TLC teaching assistant, please fill out the attached form and return it to:

**[Dr. Jeanne Foley](#), Math TLC Director or [Deb Sinz](#), Math TLC Project Coordinator
Room 418F/G Harvey Hall (or leave in faculty mailbox in Room 237 Harvey Hall)**

If you have any questions about the teaching assistant positions and/or qualifications, please contact Dr. Foley by email at foleyj@uwstou.edu, by phone at 235-5001, or in person by stopping by the Math TLC lab in Harvey Hall 403 or in the director's office across the hall in room 418F.

Application for Math TLC Teaching Assistant Position

NAME: _____ Email address: _____@uwstout.edu

Local phone number : _____ Permanent home phone number: _____
(land line or cell phone) (where you can be reached during school breaks)

Class Year at UW-Stout: _____ Major: _____

List all college math classes taken at UW-Stout or elsewhere: (if > 3, list the 3 highest level courses)

<u>Course name and/or number:</u>	<u>Grade :</u>	<u>Semester/Year:</u>	<u>Teacher's name:</u>	<u>Where (if not Stout):</u>
_____	_____	_____/____	_____	_____
_____	_____	_____/____	_____	_____
_____	_____	_____/____	_____	_____

Are you taking a math class next semester: _____ If so, which one? _____

What is the highest math class you plan to take at UW-Stout? _____

In the space below, describe any additional experience, skills or training that you feel provides you with special qualifications for this position (for example, previous experience as a math tutor or teaching assistant, familiarity with CourseCompass/MyMathLab software, career plans that include applications of math or computer science and/or teaching in any field):

In one or two sentences, describe why you think you'd be a good candidate for this job:

In one or two sentences, describe why you think this job experience would be good for you:

Please provide the name and contact information for a teacher or job supervisor who is familiar with your academic background and/or work experience and whom we can contact as a reference for you.

Name: _____ Email: _____ Phone: _____

Return form to: **Dr. Jeanne Foley, Math TLC Director, Room 418F Harvey Hall**
(or email to foleyj@uwstout.edu, or leave in faculty mailbox in Room 237 Harvey Hall)