

**Indiana University  
Department of Biology**

**Undergraduate Teaching Internship**

**Application and Information**

**Fall Semester 2008-09**

**Application deadline: Friday, March 28**

**Submit completed application to:  
Biology Advising Office  
Jordan Hall A115**

## **1. What is an Undergraduate Teaching Intern?**

An Undergraduate Teaching Intern (UTI) in the Department of Biology is a junior or senior who assists faculty, laboratory coordinators, and Associate Instructors with the teaching mission. Various kinds of UTI positions exist, including some positions involving work with collaborative learning groups in large enrollment lecture courses, such as L211 Molecular Biology, L111 Evolution and Diversity, and L311 Genetics. In these courses, UTIs help to create a small class atmosphere inside a large course.

**In addition to course-specific duties, UTIs are required to perform a service function for the Department of Biology by proctoring one exam (in a course other than the one the UTI is assigned to) or administering one faculty teaching evaluation during the semester.**

## **2. Why become an Undergraduate Teaching Intern?**

Teaching is an invaluable experience. It develops communication and leadership skills, and provides an opportunity to better understand how people learn. These skills will prove beneficial even outside the classroom. To quote a former L211 UTI:

"Interaction with study groups has helped me to retain subject matter. I now have greater insight into course materials and find that less memorization is required. Through my experience as a teaching intern, I've acquired leadership skills and have learned to be more assertive. Being a UTI has given me the unique experience of seeing L211 from the other side of the desk!"

Experience as a UTI is particularly helpful for students who are considering graduate studies; teaching is as much a part of graduate school as are classes and research. Close involvement with AIs provides an opportunity to observe graduate student life. Faculty can write recommendation letters with specific examples of the positive attributes of UTIs after working with them.

**Acceptance into the UTI program is an award and should be noted as such on resumes and other program applications.**

## **3. UTI Selection Process**

Applicants indicate their preferred course assignment(s) on the application form. Their grades are assessed (see Selection Criteria, below) to determine their eligibility to serve on those courses. Their application is then sent to the supervising professor for review for those courses they are deemed qualified to participate in teaching. Applications can be sent to several professors at once.

It is to your benefit to meet the professors who will be teaching the courses you apply to UTI. Some professors interview candidates for UTI positions; others make their selections based solely on the application. Either way, your chances of being selected may improve if the professor recognizes your name on your application.

The professors rank the candidates for each course according to their qualifications. These rankings are collected and compared with applicants' course preferences. When an applicant is selected for more than one course, they are assigned to the course listed as the higher preference on their application form.

In the event that UTI positions become available for a course not listed in this packet, or when there are not enough applicants for a particular course, all the applications will be screened to identify qualified candidates. In that case, those applications are reviewed as described above and a ranked list of candidates is produced. If an applicant was chosen for a course listed on their application as well as the new course, they are then given the choice between the two course assignments.

#### 4. Selection Criteria

**Class Standing:** UTIs **should have at least junior class standing** by the time the appointment begins. However, exceptional underclassman may also be considered.

**GPA: Candidates must have an overall GPA of 3.25.** That is, applicants with a GPA of 3.25 or higher may be considered for UTI positions.

**Previously Completion of Course:** The course for which you are applying must be on your transcript. This does not apply to non-majors courses such as Q201 and L104.

**Specific Grades:** You must have earned an A- or better in the course for which you are applying to intern. You must also have earned excellent grades in related classes.

**Written Statement:** *This is a very important part of the application.* When candidates for a position are relatively equal in the above areas, the statement can make the difference. Be sure to proofread your statement.

**Current student pursuing a degree:** You will be ineligible if you have graduated prior to the semester for which you apply to be a UTI. For example, if you will be graduating in May or August 2008, you cannot apply to be a UTI for Fall 2008.

#### 5. Notification

All applicants will be of their status *via* email or a letter mailed to their local address.

UTIs must accept their positions by signing the Acceptance Form provided with their award letter. Alternates are notified of their alternate status and then notified again when openings arise. This can happen immediately when another UTI has to decline a position, or as late as the first days of the semester, when selected UTIs occasionally have unexpected problems and must drop out of the program.

## 6. Compensation

Students entering the Undergraduate Teaching Internship (UTI) program for the first time are **NO LONGER** required to register for L499, Internship in Biology Instruction. Both first time UTIs as well as returning UTIs are eligible to take either L499 or receive a stipend of \$900 (payable in four monthly installments of \$225.00).

**L499:** this is a three-credit course which may be taken twice for credit (only 3 hours may count toward the biology major; additional credit hours count as electives). Grades in L499 are assigned, on the basis of UTI performance, at the end of the semester by the professor in charge of the course to which the UTI is assigned. **Note: The UTI is responsible for registering for L499 credit once they are authorized.**

**Paycheck Allotment:** UTIs will be paid on the IU monthly payroll schedule. A total allotment of \$900 will be issued in four separate direct deposits of \$225 each. **Taxes will be taken out of each installment;** most students will recover the withheld taxes when they file their tax return. **Note: In order to select this option, you must have a checking and/or saving account.**

## **UTI Positions – Fall 2008**

**L104 – Introductory Biology Lectures**

**11:15A-12:05P, MWF – Professor Odle**

**Topic: Human Biology**

**12:20P-1:10P, MWF – Professor Odle**

**Topic: Human Biology**

**1:00P-2:15P, TR – Professor Mojonnier**

**Topic: The Biology of the Senses**

**L111 – Evolution and Diversity**

**9:05A-9:55A, MWF – Professor Moyle**

**1:00P-2:15P, TR – Professor S. Hengeveld**

**1:25P-2:15P, MWF – Professor Montooth**

**L112 – Biological Mechanisms**

**10:10A-11:00A, MWF – Professor Zolan**

**11:15A-12:30P, TR – Professor Ruesink**

**L211 – Molecular Biology**

**9:05A-9:55A, MWF – Professor Andrews**

**11:15A-12:30P, TR – Professor Kehoe**

**L311 – Genetics**

**10:10A-11:00A, MWF – Professor Forrester**

**1:00P-2:15P, TR – Professor Zelhof**

**L318 – Evolution**

**11:15A-12:20P, TR – Professor Velicer**

**M440 – Medical Microbiology Lectures**

**12:20P-1:10P, MWF – Professor Winkler**

**Q201 – Biology for Elementary Teachers**

**9:30A-10:45A, TR – Professor Ruesink**

**(applications will be sent to Pam Hanratty)**

**Note:**

Schedule/position availability is subject to change. Contact JH A115 for further details.

**\*\*\*IMPORTANT\*\*\***

**UTIs are required to attend ALL course meetings.**

**Please plan accordingly.**

# Biology UTI Application

## Fall Semester 2008

*(Please print or type)*

Name (last, first): \_\_\_\_\_

University I.D. #: \_\_\_\_\_ Major(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

For statistical purposes, please tell us your: gender \_\_\_\_\_

Local Address (**current**): \_\_\_\_\_  
street city zip

Local Address (**fall**): \_\_\_\_\_  
street city zip

Permanent Address: \_\_\_\_\_  
street city/state zip

Current Local Telephone Number: \_\_\_\_\_

Class Standing (as of **8/2008**; circle one): Junior Senior

Expected Graduation Date: \_\_\_\_\_

If selected as a UTI, to which course would you prefer to be assigned (include instructor of preference, if any)? You will **only** be considered for courses you list (you may list "any" as a choice).

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

If selected as a UTI, **choose one only** in order of preference:

\_\_\_\_\_ Payroll Allotment (\$900, payable in four monthly installments of \$225.00)

\_\_\_\_\_ Enroll in L499 Internship in Biology Instruction, to receive credit (You must register for the 3 credit hours of L499 after we authorize you!)

If selected as a UTI, would you plan to continue as a UTI for a second semester? (Your response will **not** obligate you to serve a second semester, or affect your chances of being selected. This information is for planning purposes only.) \_\_\_\_\_

By signing below (**required**), I grant my consent for the reviewers to access my academic record. I have carefully read the eligibility requirements and believe that I qualify for this internship.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(over)

Are you currently, or have you ever been a Biology UTI? \_\_\_\_\_

If yes, for which course(s) and when? \_\_\_\_\_

Describe any other teaching experiences that you have had. \_\_\_\_\_

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How would students benefit from having you as their UTI? \_\_\_\_\_

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Describe a situation in which you were faced with a difficult problem, and explain how it was resolved. \_\_\_\_\_

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Explain how being a UTI will fit into your schedule. \_\_\_\_\_

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Describe your strengths and weaknesses, and how they will affect your competence as a UTI.

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**Important:**

Attach to this application form a brief statement (50-150 words) indicating why you're interested in becoming an Undergraduate Teaching Intern. Describe your areas of interest and your tentative plans following graduation. Also include your expected semester course enrollment.

Please keep in mind that this Biology UTI application is valid for the Fall 2008 Semester only. If you wish to apply to be a UTI for a different semester, you MUST submit a new application at that time.

**Recommended:**

It is to your advantage to seek out the professor who will be teaching the course you are applying to, in order to introduce yourself and discuss your potential duties. Some faculty conduct interviews in selecting their UTIs; others do not.