

**Indiana University
Department of Biology**

**Undergraduate Teaching Internship
Application and Information**

Spring Semester 2010

Application deadline: Friday, October 30

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

or

via email to: ugbio@indiana.edu

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.

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.

5. Notification

All applicants will be notified 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 required to register for L499, Internship in Biology Instruction. After completion of the first semester of the internship, having received an A- or better in L499, returning UTIs are eligible to either take L499 again or to 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 – Spring Semester 2010

L112 – Biological Mechanisms

11:15A-12:30P, TR – Dr. Odle

10:10A-11:00A, MWF – Dr. Ruesink

L211 – Molecular Biology

9:05A-9:55A, MWF – Dr. Kumar

11:15A-12:30P, TR - Dr. Pomerening

L311 – Genetics

12:20P-1:10P, MWF – Dr. Michaels

1:25P-2:15P, MWF – Dr. Calvi

L312 – Cell Biology

9:30A-10:45A, TR – Dr. Hu

Q201 – Biological Science for Elementary Teachers

10:10A-11:00A, MWF – Dr. 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

Spring Semester 2010

(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 (**spring**): _____
street city zip

Permanent Address: _____
street city/state zip

Current Local Telephone Number: _____

Class Standing (as of **12/2009**): Sophomore ____ 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 (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!)

PLEASE NOTE: All first time UTIs must choose this option.

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. Electronic applicants can simply type their name below.

(Signature – type name electronic submission)

(Date)

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. _____

How would students benefit from having you as their UTI? _____

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

Explain how being a UTI will fit into your schedule. _____

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

Important:

On the following page, include a brief statement (50-150 words) indicating why you're interested in becoming a Teaching Intern. Describe your areas of interest and your tentative plans following graduation. Also include your expected spring course enrollment. Applicants submitting this form electronically should include their statements and expected course schedules at the end of this document or as a separate, attached Word document.

Please keep in mind that this Biology UTI application is valid for the Spring 2010 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.

Brief statement (50-150 words) indicating why you're interested in becoming a Teaching Intern. Describe your areas of interest and your tentative plans following graduation. Also include your expected spring course enrollment: