**Office of Special Programs Summer Program Teaching Assistant Positions**

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| **Program** | **Program**  **Description** | **Program**  **Dates** | **TA(s)**  **Needed** | **TA**  **Responsibilities** |
| **Association of American Medical Colleges (AAMC) Summer Medical and Dental Education Program (SMDEP)** | The NJMS SMDEP is a six (6) week residential summer program. The program is designed to involve students in a problem-based learning model of science education used in medical school to promote their critical thinking skills. Students are assigned their individualized Tracks based upon educational goals and objectives.  **Track I:** courses in organic chemistry, calculus/physics, academic skills, communication and verbal reasoning.  **Track II:** courses in human anatomy and physiology, academic skills, communication and verbal reasoning. | 6/02 – 7/11 | 6 Medical  2 Dental | TA responsibilities will include assisting instructors in classroom course work, facilitating small group problem base learning sessions, proctoring and scoring examinations, tracking student attendance and other administrative duties as assigned.  TAs will serve as chaperons on field trips and will assist in planning all social activities  In addition, two or three TAs will be required to physically live in the Rutgers housing during the six week program. TA’s will also rotate on the weekends thereby providing coverage 24 hours a day/7 days a week. |
| **Health Careers Opportunity Program (HCOP) North East Regional Alliance MEDPREP Program (NERA MEDPREP)** | The NERA MEDPREP is a 6 week summer academic enrichment program for rising freshman. The program is designed to promote critical thinking and increase verbal reasoning skills.  **MedPrep I:** courses in organic chemistry, physics, communication and verbal reasoning.  **MedPrep II: MCAT Course:** courses inbiological sciences, physical sciences and verbal reasoning. | 6/02 – 7/18  6/02 – 7/11 | 3 Medical  2 Medical | TA responsibilities include assisting instructors in classroom curriculum, facilitating small group problem base learning sessions, proctoring and scoring examinations, tracking student attendance and other administrative duties as assigned.  TA will teach MCAT using Exam Krackers MCAT packet. An outline will be given for TAs to follow. |
| **Freshman Introduction to Resources and Skills Training**  **(F.I.R.S.T)** | Provide an early exposure to the rigors of medical school and acclimate incoming NJMS students to different teaching techniques. | 6/02- 7/11 | 2 | TAs will work closely with course instructors to help students gain an understanding of the curriculum. TAs will facilitate small group case base learning sessions, assist in laboratory sessions and procedures, proctor and score exams, track student’s attendance, chaperon field trips and provide all other administrative duties as assigned. |
| **HCOE Summer Youth Scholars Program (SYSP)** | A six week academic enrichment program for students who have completed the10th or 11th grade and are interested in science. | 6/30 – 8/8 | 1 | The TA will work closely with course instructors to help students gain an understanding of SAT Prep curriculum and the sciences. The TA will proctor and score exams, track student’s attendance, chaperon field trips and provide all other administrative duties as assigned. |
| **Science, Medicine and Related Topics (SMART)** | A five week academic enrichment program that focuses on youth development and academic excellence. Students in grades 7 – 12 gain knowledge and experiences necessary to maximize their potential for success. | 6/30-8/1 | 4 | TAs will work closely with course instructors to help students gain an understanding of the sciences. TAs will proctor and score exams, track student’s attendance, chaperone field trips and provide all other administrative duties as assigned. |

**Teaching Assistant/Mentor Responsibilities**

* All TAs will be assigned scholars to mentor.
* TAs will meet with mentees in groups, have lunch with them at least once a week and, be prepared to answer questions regarding getting into medical/dental school.
* TAs will be responsible for assisting instructors in the facilitation of course work within and outside of the classroom.
* TAs will have evening office hours to assist scholars with homework assignments. Office hours should be from 7:00 – 9:00 pm at least twice a week. TAs will work closely with scholars to identify academic problems and offer assistance as needed.
* Three (3) SMDEP TA’s will be required to live in the Rutgers University Square apartments with the scholars during the week. All other TAs will be required to provide coverage on weekends thereby providing supervision of scholars seven days a week, 24 hours a day. A schedule will be prepared by the Office prior to the program start date. **NOTE:** there is an official Rutgers Resident Assistant on duty at all times
* All TAs are required to have dinner with the Scholars at least twice a week at Rutgers.

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**NJMS-OFFICE FOR DIVERSITY AND COMMUNITY ENGAGEMENT**

# SUMMER ACADEMIC PROGRAMS TEACHING ASSISTANT PROGRAM

**IMPORTANT:** *Type or print all answers clearly in black ink.* ***Do not leave any question******unanswered.*** *You must use the form provided for your personal statement.*

**Please check the program to which you are applying. You may select more than one if you do not have a preference. The selection committee will make the final decision as to which program the student will serve as a teaching assistant.**

 AAMC Summer Medical and Dental Education Program (Undergraduate)

 Freshman Introduction to Resources, Skills and Training (Pre-Matriculation)

 HCOP NERA MEDPREP Program (Undergraduate)

 HCOE Summer Youth Scholars Program (High School)

 Science, Medicine and Related Topics (SMART) (High School)

**Personal Information:**

## Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (MI)

Gender:  Male  Female

Social Security #: \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ -\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Number, Street and Apt. No.)

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(City) (State) (Zip)

Home Telephone: ( )\_\_\_\_\_\_\_\_\_\_\_\_ Pager: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graduate/Professional Education:**

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any teaching experience? If so, what subjects do you feel comfortable teaching?  Yes  No

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## Have you ever participated in any structured community service activities?  Yes  No

(Please indicate in the space provided below)

Name/Description of Program/Service (ie. SHARE Center): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe nature of activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**PERSONAL STATEMENT**