

## **THE TEACHING ASSISTANT INTERNSHIP (TA) PROGRAM**

**The Teaching Assistant Internship (TA) Program is designed to provide students with the opportunity to explore the field of teaching.**

### **GENERAL CONDITIONS GOVERNING THE TA PROGRAM**

1. The Teaching Assistant is limited to senior and junior students who are in good standing academically and behaviorally.
2. Participating students must have demonstrated better than average competency in the area in which they wish to pursue the teaching assistant.
3. The sponsoring teacher must be a tenured teacher.
4. The student must receive the approval/signature of the student's parents, a sponsoring teacher (whom the student selects), the student's counselor and the student's Housemaster, prior to submitting the application to the Headmaster. Final approval is granted by the Headmaster.
5. The Teaching Assistant assignment is in place of a study hall. Students may not drop courses to add a Teaching Assistant.
6. Students may only take a teaching Assistant course one time in their high school career.
7. A grade of Pass ("P")/Fail ("F") will be used to assess the student for each quarter and for a final grade. Untracked weight will apply.
8. Credit will be awarded based upon scheduling, either 1.0 for a full year or .5 for a half year.
9. Any unethical/inappropriate behavior or misuse of the TA period will result in immediate removal from the program and may also result in disciplinary consequences.
10. Responsibilities include, but not limited to:
  - Peer tutoring
  - Assisting the sponsoring teacher with technology including google classroom
  - Assisting with class group work
  - Assisting a substitute teacher with lesson plans
  - Passing back papers
  - Filing student work into portfolios/folders
  - Alphabetizing submitted student work
  - Checking for homework completion
  - Construct lesson plans with teachersResponsibilities will not include:
  - Correcting student work (homework, papers, assessments, scantrons)
  - Solely setting up lab activities
  - Photocopying of any kind
  - Data entry in Infinite Campus
  - Working on a teacher's computer

## **SPECIFIC PROCEDURES**

1. The student will obtain a Teaching Assistant Application from his/her counselor.
2. The student will complete the application, along with all necessary signatures, and submit it to the Principal. **Deadline for submission is ten days from the commencement of the semester.**
3. The Headmaster will determine approval and schedule the student into the TA period. The TA period must be during a time when the sponsoring teacher has a class, not during a duty period, preparation period, or data/lunch period.
4. No late applications will be accepted.

# **APPLICATION FOR TEACHING ASSISTANT**

**(Must be submitted to the Headmaster within the first ten days of the semester)**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

House \_\_\_\_\_ Counselor \_\_\_\_\_

Sponsoring Teacher \_\_\_\_\_ Teacher's room number \_\_\_\_\_

Period Requested \_\_\_\_\_ Day (circle one or both) A B

Previous courses or experience relating to this area: \_\_\_\_\_

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Write a short summary in the space provided below (use additional sheets if necessary) indicating why you would like to be a Teaching Assistant. Then obtain the required signatures on the back of this page.

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_\_

**Student's/Parent's Signature**

I have read the General Conditions and Specific Procedures of the TA Program and agree to abide by the conditions governing this course.

\_\_\_\_\_  
(Signature of Student)

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

\_\_\_\_\_  
(Signature of Parent or Guardian)

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

**Parent/Counselor/Sponsoring Teacher/Housemaster Approval:**

I approve for the above-mentioned student to participate in the Teaching Assistant Program.

\_\_\_\_\_  
(Sponsoring Teacher's Approval)

\_\_\_\_\_  
(Counselor's Approval)

\_\_\_\_\_  
(Housemaster's Approval)

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**Administrative Use Only:**

Application Decision (circle one):	Approved	Denied
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Credit to be Awarded Upon Successful Completion of Course (circle one):	.5	1.0
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Course Level Approved:	Untracked
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Date Sponsoring Teacher and Student's Counselor notified:	
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Additional Comments:	
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Headmaster/Designee Signature:		Date:	
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