

## **Cohasset High School Teaching Assistant Program**

The Teaching Assistant Program at Cohasset High School provides 11th and 12th grade students the opportunity to work as an assistant to a teacher for a quarter. Students electing to participate in the TA program will enhance their interest in a field or topic and practice related skills through directly or indirectly helping a faculty member.

Teaching assistants will be able to:

- Exhibit appropriate work ethic and professionalism
- Utilize communication and interpersonal skills to work with individuals and groups
- Apply knowledge and skills from academic experience to the teacher/assignment
- Adapt to varied roles and responsibilities for the teacher/assignment
- Display appropriate time and workload management skills
- Show evidence of originality and inventiveness in work tasks

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### **Application Process:**

#### **Step 1: Interest Form**

- a. Identify a subject area in which you would like to work.
- b. Speak with a teacher for whom you would like to be a TA.
- c. Speak with your counselor to ensure that a TA assignment is available to you given scheduling and graduation requirements.
- d. Complete the Interest Form and submit it to the Independent Learning Coordinator and the appropriate Department Head.
- e. The department head and the coordinator will approve and/or provide feedback on your application.

#### **Step 2: Scheduling/Timeline**

- a. Once the department head has granted approval, you will meet with your counselor to add your TA assignment to your schedule with all of the appropriate information.
- b. **Application Deadline:** You should submit your application no later than **2 weeks prior** to the start of the quarter in which you would like to be a TA.
- c. **Work Completion Deadline:** Your portfolio and reflection will be due by close of grades for the quarter in which you complete your TA assignment.

#### **Step 3: Classroom work and Portfolio Completion**

- a. During your assignment, track your work and develop a portfolio (digital or on paper).
- b. You will submit your completed portfolio to your cooperating teacher, the independent learning coordinator, and the appropriate department head for approval.
- c. In the portfolio, you will include a personal reflection about your learning experience.
- d. You may be requested to take part in a concluding conversation regarding your TA assignment, your portfolio, and your reflection.
- e. Pass/Fail credit will be awarded on your transcript for your TA assignment.

## **Cohasset High School Teaching Assistant Program**

### Application for Teaching Assistant Assignment

*Please type to complete.*

#### **Student Information:**

Name:	
Email Address:	
Year of Graduation:	
Counselor Name:	
Cooperating Faculty Member:	
Faculty Email Address:	

#### **Teaching Assistant Interest:**

Course Name:				
Department:				
Length of Assignment:	Q1	Q2	Q3	Q4
<b>Description of Interest</b> ( <i>Please answer concisely but thoroughly on an attached sheet of paper</i> ):				
<ul style="list-style-type: none"><li>-Why have you chosen to pursue a Teaching Assistant assignment?</li><li>-What do you hope to learn from this experience?</li><li>-What will you do on a daily basis? (Be specific)</li><li>-What will be your direct/indirect involvement in the course?</li><li>-How will you and your cooperating teacher work together to develop your responsibilities?</li><li>-How will you independently manage your time and workload?</li><li>-How will you and your cooperating teacher measure your success?</li></ul>				

**Students:** Please collect the indicated signatures below and return this form to the independent study coordinator. You will receive comments and/or approval via email prior to moving on to the proposal step.

**Cooperating Faculty:** Please sign below to indicate your willingness to supervise the teaching assistant assignment for this student.

**Counselors:** Please sign below to indicate your approval of this student's request for a teaching assistant assignment.

	Signature:	Date:
<b>Student:</b>		
<b>Faculty:</b>		
<b>Counselor:</b>		

## **Cohasset High School Teaching Assistant Program**

Guide to Becoming a Teaching Assistant

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### **FAQs**

#### **Logistics:**

##### **What is a Teaching Assistant?**

At CHS, the Teaching Assistant program provides students the opportunity to work as an assistant to a teacher for a quarter to enhance their interest in a given field or topic.

##### **Who can participate in the TA program?**

Teaching assistants are junior and senior students who have more flexibility in their schedules and a sense of the ways in which they can deepen their learning beyond the course selections at CHS.

##### **When do I need to apply?**

Applications are due approximately two weeks prior to the start of the quarter in which you plan to be a TA. Specific dates will be posted for each school year.

##### **Where can I get updated information on deadlines and other important points?**

For the most up-to-date information, join the Teaching Assistant Google Classroom (see the coordinator for the code).

##### **What is the time commitment?**

You will work with your cooperating faculty mentor during one of their class periods. You may also be required to devote utility time to preparation or planning for those class periods.

##### **How do I find a class to TA?**

Think about the topics and courses you have been the most interested in at CHS. You may approach the teacher directly for an opportunity; if you are not sure which opportunities exist, you may also speak with the department chair, the independent learning coordinator, or your guidance counselor for more information.

#### **During your TA course:**

##### **What will I do in class as a TA?**

You will work with your cooperating faculty member to develop a plan for your role in the classroom as a TA. You may be either directly or indirectly involved in instruction, classroom activities, preparation, and planning.

##### **How do I track my work as a TA?**

At the end of the quarter, you will be responsible for turning in a portfolio of your work as a TA, in addition to a personal reflection on the experience.

**Completion:**

**How long will my TA assignment last?**

TA assignments last for one quarter in the school year.

**What will happen at the end of the TA assignment?**

You will submit your portfolio of work and your personal reflection to your cooperating faculty mentor, your guidance counselor, and the independent learning coordinator prior to grades closing for that quarter.

**How will I be graded for my TA assignment?**

You will be graded on a Pass/Fail basis for your TA assignment.