

# Teaching Assistantships in the Holistic Health Care Program

for Academic Year fall & spring 2009/2010

Application Deadline February 20, 2009

**HOL 1000: Choices in Living** The Holistic Health Department is taking applications from Master level students for three *full-time, 20 hours per week, Teaching Assistantships (TA) for fall and spring semester 2008/2009.*

This appointment requires an enrollment of 6 credit hours. The award reimburses students for tuition and other educational expenses, and provides a small salary. Students must be admitted to a graduate level Master degree or certificate program.

HOL 1000: Choices in Living classes are extremely large and Teaching Assistants are an essential part of the team. Preference will be given to students who are in the Holistic Health Care Program or who have taken Holistic classes, but others are encouraged to apply.

Responsibilities include:

Teaching assistance

- Attend all classes and support instructor

- Correspond with, arrange, confirm and thank guest speakers

- Periodically facilitate class discussion, presentations, and meditation/relaxation

Office Duties

- Hold office hours

- Assist instructor to field student questions and responsibly handle student concerns

- Assist instructor to identify at-risk students and decide appropriate intervention

- Post syllabus and other information on the Web CT/Vista website

Exams

- Assist instructors to create and administer exams

- Grade and record reflection papers, exams, wellness assessments, all parts of the Finding Meaning Joy and Happiness Project and extra credit activities

- Manage database for grading

- Post grades on Web CT/Vista

Department

- Attend weekly HOL 1000 team meetings

- Some additional departmental responsibilities may also be requirement periodically throughout the semester

Resources

- Work with instructor to update course materials and assignments, as needed

- Identify and recommend new books, videos, books, journals and other course materials

- Update speaker list and identify new guest speakers/materials

- Keep a resource manual of current activities and processes for future TAs

- Acquire knowledge of campus and community resources and update as necessary

To apply, please submit the following:

1. Letter of interest

2. Resume or vita, including current address and phone number

3. Describe any experience, talents, or skills that you have that relate to the criteria listed.

If you have questions please call Kathi Fuller 387-2652. All new Teaching Assistants will be required to attend a TA training event in the late summer.

Please send to your resume to the Attention of Kathi Fuller, Holistic Health Program, WMU, 1903 W. Michigan Ave., Kalamazoo, MI 49008-5212 or deliver to the College of Health and Human Services Bldg., Holistic Health Program, 2nd Floor for Kathi Fuller's mailbox.