**Undergraduate Teaching Fellow for the Wisconsin Experience Seminar**

**Course Overview**

The Center for the First-Year Experience is seeking dedicated undergraduate students to serve as Undergraduate Teaching Fellows for Counseling Psychology 125: A Wisconsin Experience Seminar in Fall 2018.

The Wisconsin Experience Seminar (Coun Psy 125) is a one-credit (75 min/wk., 15 wk.) first-year seminar that is open to all new students (freshman and transfer) at the University of Wisconsin-Madison. It is co-taught by a University faculty or staff member and an Undergraduate Teaching Fellow in an active, discussion-driven, and community-oriented learning environment. Class size is capped at 20 students.

The purpose of this small, interactive course is to assist in your holistic transition to college. The course is intended to help you support your academic learning and well-being in relation to the campus and greater Madison community.

The course is organized according to the four components of the Wisconsin Experience: 1.) Empathy & Humility; 2.) Intellectual Confidence; 3.) Relentless Curiosity; and 4.) Purposeful Action. With the goal of developing a plan to explore and develop these four components of the WI Experience throughout college, students will engage with campus resources; analyze their identities, skills, interests, and aspirations; and appraise the history and purpose of UW-Madison to help students make the most of their Wisconsin experience.

**Undergraduate Teaching Fellow Learning Outcomes**

As a result of the Undergraduate Teaching Fellow experience, students will be able to...

- Apply effective facilitation techniques in the context of large and small group discussions

- Reflect upon unique aspects of their identities and experiences throughout their work with CP125 students and to create an inclusive classroom community

- Model how students may continue to develop their leadership abilities as peer educators

- Identify campus resources and initiate referrals for first-year students, based on students’ differing needs and aspirations

- Demonstrate effective collaboration skills

A sample syllabus for CP 125 can be found here.
Commitment

- Attend regular weekly staff meetings, Spring Kick-Off, and the Fall Training
- Staff Chancellor’s Convocation for New Students and Night at the Overture
- Work 4-6 hours/week during fall semester, including:
  - 75-minute weekly class session
  - 60-minute weekly co-instructor meeting
  - 60-minute weekly Fellow meeting
  - 60-minute office hour (for class preparation and meetings with students)
- Additional paid hours may be available.
- Summer opportunities may also be available.

Compensation

This is an hourly paid position. Fellows will be paid $10.50/hour for their work. Additional leadership opportunities will be available to returning Fellows.

Requirements

- Full-time student status for the current academic year and the following fall 2018 semester
- Available to attend Fellow training days (see dates below)
- Available to work Wisconsin Welcome events
- Represent CFYE as staff at events throughout the Fall semester
- Minimum 3.00 GPA at the start of the current fall term. If your GPA is below 3.00, please include a statement of explanation in your application

Responsibilities

- Co-instruct one section of the Wisconsin Experience Seminar during Fall 2018 semester
- Participate in weekly Undergraduate Teaching Fellow meetings
- Meet weekly with co-instructor to plan class discussions, activities, assignments, and logistics
- Create a welcoming and supportive learning environment for first-year students inside and outside of the classroom
- Communicate regularly with instructor and students
- Staff at the Chancellor’s Convocation and Night at the Overture and represent CFYE at various events
- Additional duties as assigned

Preferred Qualifications
• Campus and community involvement and leadership and/or interest in developing leadership skills
• Ability to model integrity and inclusivity
• Commitment to diversity
• Facilitation and/or group management skills
• Excellent communication skills
• Interest in exploring themes related to the college transition
• Creativity and willingness to take initiative
• Strong organizational skills and attention to detail
• Willingness to learn and seek opportunities for development

Important Dates

Undergraduate Teaching Fellows must be available to work on the dates listed below. Please do not apply for this position if you are unable to commit to all of these dates.

• **Spring 2018**
  Spring Kick-Off: Saturday, April 21\(^{st}\) from 12:00PM-4:00PM

• **Summer 2018**
  This position has no formal summer commitment, although Fellows and Instructors are encouraged to communicate and plan occasionally over the summer. Fellows are not required to be in Madison during the summer; however, optional opportunities to staff a table for the Wisconsin Experience Seminar at the SOAR Resource Fairs may be available.

• **Wisconsin Welcome**
  Fall Training: Monday, August 27\(^{th}\) (time TBD, day-long training)
  Chancellor’s Convocation: Tuesday, September 4 (time TBD)
  Night at the Overture: Friday, August 31 (time TBD)
  #StudyStrong Academic Resource Fair: TBD

Selection Process

There are four components to the selection process:

1. Complete the online application by **11:59PM on Wednesday, March 1\(^{st}\)**. Complete applications include:
• Online Application Form
• Please attach a Resume to the application
• If you have a GPA lower than 3.00, include a statement of explanation in your application.

2. Applicants selected during the screening process will be invited to participate in an interview taking place in the evening on April 3rd or 4th.

3. Offers will be extended to selected applicants the week of April 11th.

This position is supervised by Tess Smith, CFYE Academic Engagement Coordinator. Questions about this position should be directed to her at tessa.smith@wisc.edu.