UTeach Dallas Workroom Intern Application

Job Title: UTeach Dallas Workroom Intern
Dates Available: Summer 23 and Fall/Spring 2023-24
Hours and Pay: Up to 20 hours per week, $13 per hour

Workroom Intern Purpose:

Workroom Interns will assist with class prep for multiple UTeach Dallas classes, perform inventory check in and out of materials for student lessons, maintain materials and storage room in a neat and organized fashion, assist with mentor meetings, peer mentor for beginner students, assist with data for reports, and other duties as needed.

Interns need to be Self-Motivated, Responsible, Punctual, and Able to problem solve if situation warrants it.

Students are expected to start the week before school starts to prep for the semester, and to work after exams to clean up from the semester.

Internship Qualifications/ Requirements:

1. Must have completed Step 1 and Step 2 *(can be enrolled in S2 at time of application)*
2. Must be planning to continue with the UTeach Dallas program.
3. Must have an overall cumulative **GPA of 2.75 or above**.
4. Must commit to work Summer 23 for inventory and camp help and following Fall/Spring 23-24; Additional positions will possibly be open for Fall/Spring only.
5. Interns must attend their UTeach Dallas classes on any day for which they claim internship hours. It is **NOT** acceptable to be too sick for class, but well enough to work on the same day.

Questions? Contact Dr Kim Distin @ kimd@utdallas.edu

Return this form to Kim Distin's mailbox in FN 3.218.

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Name: _____ **UTD ID:** _____

UTD Email: _____ **phone:** _____

Classification: _____ **Ethnicity:** _____ **Major:** _____

Expected Graduation Date: _____ **GPA:** _____

Are you in your first two years at UTD? _____ **Seeking which certification?** _____

Have you had an internship with UTeach in the past? If so when/where? _____

Do you have another job on campus? Y or N
  If yes, you cannot have two jobs on campus- unless they are both in our dept, you will need to make a choice.

Have you previously worked on campus? Y or N If Y, when & where? _____

Preferred Number of Hours per Week: _____
  Total campus work hours **cannot exceed 20 hours** per week, most are not more than 10.

DO NOT START WORK UNTIL YOU HAVE RECEIVED AN EMAIL FROM UTD WITH YOUR APPROVED START DATE.

❖ Attach a copy of your class schedule, including other job hours, meeting dates, and/or any other conflicts with working. PLEASE make it very clear when you are AVAILABLE TO WORK.

❖ Once Approved for the Position
  o You **must** complete a background check form. Once that is approved you will meet with the Career Center to complete HR paperwork, bring your **Social Security card** and **Driver's License/Government ID** with paperwork then. Once all paperwork is processed you will be eligible to work.

UTeach *Dallas* Course Schedule

Please list the semester and year you completed/intend to take each of the following UTeach *Dallas* courses:

Step 1	_____
Step 2	_____
Knowing and Learning	_____
Classroom Interactions	_____
Perspectives	_____
Research Methods	_____
Math Modeling*	_____
Project Based Instruction	_____
Apprentice Teaching	_____