



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

TEACHING & LEARNING  
INNOVATION

## **Teaching & Learning Innovation Graduate Student Intern for the Scholarship of Teaching & Learning Job Announcement**

Teaching and Learning Innovation (TLI) is seeking a graduate student intern to assist with a project studying teaching methods in a course at UT during the summer 2022 term. This position reports to TLI's Associate Director for the Scholarship of Teaching & Learning (SoTL), and will play an integral role in an ongoing study on teaching methods, currently being conducted in a collaboration between TLI and the instructor for the course.

The candidate will be responsible for observing and taking notes on course sessions, reading discussion boards, receiving and responding to student questions, and carrying out consent processes for the potential research use of evaluation materials.

### **Position Summary**

This graduate student intern will attend all sessions of a course offered during the summer 2022 term (June 8 through August 3), and will observe and take notes on sessions and student activities in support of the instructor's evaluation of her teaching methods, with an eye to the potential use of data in a research project.

### **Minimum Qualifications:**

- Be a current, full-time student, enrolled in the Graduate School at the University of Tennessee, Knoxville, during the 2021-2022 academic year
- Maintain good academic standing with all graduate courses
- Make reasonable progress towards their graduate degree program requirements.
- Be able to attend 10 course meetings, at 4 hours each, totaling 40 hours between June 8 and August 3, 2022.
- Be able to meet weekly (about an hour) with the instructor and/or TLI staff via synchronous Zoom sessions to discuss the work.
- Demonstrate effective listening and observation skills.
- Have completed Citi Human Subjects Training, as explained on [the UTK IRB webpage](#).
  - NOTE: Completed training is not required for application for the position, but must be completed before the June 8 start date.

### **Preferred Qualifications:**

- Hold earned a Master's degree from an accredited institution.
- Demonstrated record of time management and organizational skills.

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### **Teaching & Learning Innovation**

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- Communicate appropriately with unit colleagues in a timely, proactive, and organized manner.
- Have knowledge and experience in conducting projects according to an IRB protocol or similar plan.
- Have experience in observing and taking notes, preferably in a social (classroom) setting.

#### General Responsibilities:

- Attend course sessions.
- Observe and record student and instructor activities within sessions.
- Read and record information about student and instructor activities in discussion boards and other asynchronous media. Please note that this is an observation process—the position does not involve grading student work at any time.
- Communicate student concerns in an anonymous format to the instructor during the course.
- Maintain a digital archive of observations and notes, for access after the course is complete.
- Conduct a consent process, in a manner prescribed by IRB protocol, to prepare for the research use of the data.
- Attend meetings as needed—likely at least once a week.
- Perform other duties as assigned.

#### Additional Information about This Position:

- This position is limited to the summer term of the course (June 8 – August 3, 2022).
- The selected applicant can expect to receive pay at \$15.00 per hour, 10 hours each week.
- This position is an internship, and therefore does not hold the same level of benefits as a Graduate Research Assistantship. This position does not include an academic program stipend, health insurance, or other GA/GRA/GTA benefits.

#### Application Requirements:

- **Step 1: Expression of Interest**
  - Applicants should send a **very brief email** stating their interest in the position to Wes Romeiser ([wromeise@utk.edu](mailto:wromeise@utk.edu)) by **11:59pm on Sunday, April 17**. At this stage, applicants need only to express their interest in applying, and indicate their home department or program—do not send a CV or other supporting documents at this stage.
  - All interested applicants will be reviewed for eligibility per university financial policies for graduate students, and any potential financial aid issues.
  - An eligibility decision should be communicated to applicants by **Friday April 22**.
- **Step 2: Application**

- Eligible applicants should send a **formal letter of application** (1-2 pages) describing their qualifications and reasons for being interested in the position, a **CV or resume**, and a list of **at least 2 references** to Wes Romeiser ([wromeise@utk.edu](mailto:wromeise@utk.edu)).
- Applications must be received by **11:59pm on Sunday, May 8** for first consideration.
- If selected for further consideration, applicants will be contacted via email to schedule an interview via Zoom.