

## DEPARTMENT OF DRAMATIC ART

### NOTICE RE: TEACHING ASSISTANT (TA) POSITIONS AVAILABLE in Winter 2020

In accordance with Article 12:01 of the CUPE 4580 Collective Agreement the Department of Dramatic Art invites applications for TA positions for the Winter 2020 semester.

The total number of projected Teaching Assistantship positions in the Department of Dramatic Art for the Winter 2020 term is 20 TA positions for a total of 810 hours. All positions are subject to sufficient enrolment and final budgetary approval.

List of courses that may utilize Teaching Assistants for Winter 2020 term:

<u>Course # and course name</u>	<u># of projected positions &amp; # of hours per position</u>	<u>Duration of position</u>
<b>DRAM-1210 Voice for the Actor II</b> <i>Expected TA Duties:</i> -Demonstration of voice exercises, conducting voice labs -Collating, copying, distributing material -Voice tutorials, mentoring, note taking -Minimal in-class coaching -Space maintenance (lights, blocks, etc.)	1 TA for 35 hrs	January 6-April 30
<b>DRAM-1270 Movement for the Actor II</b> <i>Expected TA Duties:</i> -Participating in class exercises -Demonstrating acting and movement fundamentals -Reading course text and advising students -Mentoring, note taking, and setting up classroom -Summarizing student feedback -In-class and out of class coaching/attending student rehearsals -Leading exercises during lab sessions -Scheduling conferences. -Posting on blackboard -Offering "catch up" sessions	1 TA for 35 hrs	January 6-April 30
<b>DRAM-1290 Improv and Intro to Acting II</b> <i>Expected TA Duties:</i> -Critique student work in acting, in verbal and written form -Practice small group facilitation in laboratories -Mentor students as actors -Contribute to lesson planning -Liaise between the students and the professor -Think critically about teaching practice -Evaluate your learning in verbal and written form	2 TA for 35 hrs	January 6-April 30
<b>DRAM-2000 The Nature of Theatre II</b> <i>Expected TA Duties:</i> -Complete online training for GA/TA's as required -Keep records of student participation, punctuality & preparedness -Participate in weekly planning meetings -Assist with preparation & transportation of materials, set-up & cleanup	3 TA for 35 hrs	January 6-April 30

-Facilitate group & individual class work and breakout sessions - Serve as class model, timekeeper and possibly photographer, as needed		
<b>DRAM-2110 Scenic Design I</b> <i>Expected TA Duties:</i> -Complete online training for GA/TA's, as required <a href="http://www.uwindsor.ca/requiredtraining">www.uwindsor.ca/requiredtraining</a> -Record attendance and punctuality -Assist the instructor with completion of in- class demonstrations -Assist students and answer questions (in class and email) related to design projects and classroom activities on a weekly basis. -Set up the classroom each week by ensuring area is safe, tidy and ready before class begins. -Properly inventory all model making tools and supplies on a weekly basis - Assist students with drafting floor plans and elevations in preparation for model building exercises.  -create and document reference materials of specific projects to be used on Blackboard and/or Social Media relating to the course -provide constructive criticism on weekly design assignments	1 TA for 35 hrs	January 6-April 30
<b>DRAM-2170 Costume Design</b> <i>Expected TA Duties:</i> -Complete online training for GA.TA's as required -Keep records of student participation, punctuality & preparedness -Participate in weekly planning meetings - Assist with preparation & transportation of materials, set-up & cleanup -Facilitate group & individual class work and breakout sessions - Serve as class model, timekeeper and possibly photographer, as needed	1 TA for 35 hrs	January 6-April 30
<b>DRAM 2210 Voice for the Actor IV</b> <i>Expected TA Duties:</i> -Demonstration of exercises and dialects, minimal coaching - Collating, copying, distributing materials, note taking, possible scene work, assignment tutorials, assist with mask making -Mentoring, attending rehearsals, conducting voice labs -Space maintenance (lights, blocks, etc.)	1 TA for 35 hrs	January 6-April 30
<b>DRAM-2240 Acting for the Theatre II</b> <i>Expected TA Duties:</i> -SM or ASM experience -Enjoys reading plays in the Canadian and Irish repertoire -Good communication skills, organization skills and collaboration skills -Liaison and support to actors and director	1 TA for 35 hrs	January 6-April 30
<b>DRAM 2270 Movement for the Actor IV</b> <i>Expected TA Duties:</i> -Participating in class exercises -Demonstrating acting and movement fundamentals -Reading course text and advising students -Mentoring, note taking, and setting up classroom -Summarizing student feedback -In-class and out of class coaching/attending student rehearsals -Leading exercises during lab sessions	1 TA for 35 hrs	January 6-April 30

-Stage management duties		
<b>DRAM-2100 Speech Communication to Inform</b> <i>Expected TA Duties:</i> <ul style="list-style-type: none"> <li>- TAs will gather in class data, grade in-class assignments, and grade recorded speeches.</li> <li>- TAs will occasionally present during the lecture</li> <li>- TAs must attend and assist with the weekly lecture and lab (4pm – 6:50 pm on Tuesdays)</li> <li>- TAs must attend a weekly meeting to discuss course content, grading and student progress</li> <li>- TAs may be asked to organize course content on Blackboard</li> </ul>	1 TA for 35 hrs	January 6-April 30
<b>DRAM 2350 Introductory Acting II</b> <i>Expected TA Duties:</i> <ul style="list-style-type: none"> <li>-Tracking student participation during exercises and discussions</li> <li>- Leading exercises occasionally</li> <li>-Participating in classroom activities when needed</li> <li>-Facilitating small group work during class</li> <li>-Contributing to class discussions by offering in-class explanations, feedback and/or clarification;</li> <li>-Redirecting student attention when necessary</li> <li>-Facilitating communication between students and professor</li> <li>-Posting class notes on Blackboard</li> <li>-Liaising with the professor after class to assess student participation/performance</li> <li>-Helping students with time management when necessary-</li> <li>Motivating and encouraging the students and their work</li> <li>-Attend out-of-class rehearsals to provide guidance to students for scene presentation (students must request your presence 24 hours in advance)</li> </ul>	1 TA for 35 hrs	January 6-April 30
<b>DRAM 2840 Creative Movement and Voice I</b> <i>Expected TA Duties:</i> <ul style="list-style-type: none"> <li>-Tracking student participation during exercises and discussions</li> <li>- Leading exercises occasionally</li> <li>-Participating in classroom activities when needed</li> <li>-Facilitating small group work during class</li> <li>-Contributing to class discussions by offering in-class explanations, feedback and/or clarification;</li> <li>-Redirecting student attention when necessary</li> <li>-Facilitating communication between students and professor</li> <li>-Posting class notes on Blackboard</li> <li>-Liaising with the professor after class to assess student participation/performance</li> <li>-Helping students with time management when necessary-</li> <li>Motivating and encouraging the students and their work</li> <li>-Attend out-of-class rehearsals to provide guidance to students for scene presentation (students must request your presence 24 hours in advance)</li> </ul>	1 TA for 35 hrs	January 6-April 30

<b>DRAM 3220 Acting: Works in Progress II</b> <i>Expected TA Duties:</i> -Scheduling Co-Ordinator: ie. filming of scenes, editing software seminars -Liaison between studio manager/technician -Assistant Directing of Scenes -Research -Experience on with equipment (camera/sound etc.) and experience on a Film Set -Good communication, organization skills & collaboration skills - Liaison and support to students	1 TA for 90 hrs	January 6-Feb 14
<b>DRAM 3240 Acting: Works in Progress IV</b> <i>Expected TA Duties:</i> -Attending <i>all</i> regular classes -Supervising outside rehearsals on an as-needed basis -Observing, facilitating and sometimes, demonstrating in-class work/exercises -Encouragement and mentorship of students -Meeting with the course instructor as required -Setting/scheduling student one on one conferences with the instructor -Acting as a liaison between the instructor and the class -Organizing and structuring scene changes and/or costume changes -Operate lights/sound on an as needed basis -Photocopying and distribution of scripts/handouts etc.	1 TA for 90 hrs	Feb 24-April 30
<b>DRAM 3600 Drama in the Classroom: Applications II</b> <i>Expected TA Duties:</i> -Run a warm-up for each class that is connected to the work we are going to do that day. -Meet individually with each student to help them prepare their Lesson Unit assignment -Meet with pairs to talk through their planning and execution of high school placements -Keep me posted on developments among the students. -Keep a calendar of placement visits and make sure these occur -Observe one placement lesson by pairs assigned to them -Keep attendance and do some corresponding around assignments and such, with students over the semester - Participate in the class activities -Write 3 papers over the semester on topics to be determined jointly with me -Complete a final assignment that the 2 of us create together that reflects some aspect of the course content	1 TA for 35 hrs	January 6-April 30
<b>DRAM 4000 Style in Theatre</b> <i>Expected TA Duties:</i> -Assist with set-up and strike of technology used in class -Assist professor with organisation for class -Ensure classroom is neat and tidy at end of class -Assist with student presentation order	1 TA for 35 hrs	February 17-21 9am-5pm
<b>DRAM 4710 Drama &amp; Community: Applications</b> <i>Expected TA Duties:</i> - Discuss the planning and implementation of classes (Note: This involves meeting with the instructor both before and after class. This may also involve other agreed upon meeting times) -Be available to help students with any concerns or questions	1 TA for 35 hrs	January 6-April 30

(in class and email) and act as a liaison between the instructor and the class -Record students' levels of participation in areas of the course (e.g. readings, group work, discussions) -Record attendance and punctuality -Assist instructor and students with in-class activities (e.g. demonstrating activities, partnering when attendance is uneven, acting as a Stage Manager and/or Tech for open Performance Labs/Final Projects) -Supervise outside rehearsals on an as-needed basis -Observe and motivate students during in-class work -Be responsible for the set-up and clean-up (area is safe, tidy and ready) of the classroom/studio space -Deliver Announcements for students via Blackboard -Schedule student one-on-one conferences with instructor -Gather materials and resources as needed for classes -Collect and return assignments -Manage logistics for experiential learning opportunities outside of the University -Attend and support all experiential learning opportunities outside of the University		
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Refer to the timetable ([www.uwindsor.ca/registrar/timetable-information](http://www.uwindsor.ca/registrar/timetable-information)) for class and exam hours and location.

### **Eligibility requirements:**

TA appointments shall be offered to qualified applicants in accordance with the criteria specified in Article 12:04 of the Collective Agreement. To be eligible for a Teaching Assistantship you must be a registered student:

- must be registered for the term of work at the time of hiring
- must maintain registration throughout the term and must be in good standing in the degree program

Note that Teaching Assistants can be employed for no more than 100 TA hours per semester total. If you already hold or have applied for another TA position (in this or another department) note that the **total combined hours** for all TA appointments held in all departments **cannot exceed 100 hours for the Winter 2020 term period.**

### **Required Essential qualifications:**

- TAs must have completed the course or similar course to be considered for the position
- TAs must attend relevant GATA academy workshops as determined by the instructor.
- Refer to the course listing above for any additional course- specific required essential qualifications.

Application forms to be submitted to Kristen Power at [powerk@uwindsor.ca](mailto:powerk@uwindsor.ca) or to the Main Office Room 200.

Applications must be submitted to:

**Deadline for receiving applications: November 29, 2019**