

Department of Environmental Studies

Job Description: Teaching Fellow

Purpose

The Department of Environmental Studies is looking for **2** Teaching Fellows (TFs) to assist with the Foundational Course for the Spring semester (January-May) 2022. This course attempts to provide a holistic understanding of the environment around us, including its biophysical and socio-cultural elements. It will provide students with the understanding and tools to be able to critically examine environmental problems and their solutions in the world today.

Duties and responsibilities

TFs are expected to (1) organize and run discussion groups (**on campus or online, depending on the situation**); (2) answer students' questions and comment on draft written work; and (3) grade assignments. They are also expected to provide logistical assistance to the course instructor. Two TFs will be assigned per Foundation Course (usual class size: 100 students). TFs should:

1. Lead 3 discussion sections of about 17-18 students (three 1-hour meetings a week for a total of 3 hours);
2. Hold two sets of office hours a week for each discussion section (that's 3 sections x 2 meetings for 1 hour each with for a total of 6 hours) and be available during designated office hours for students to consult;
3. Provide critical and constructive comments on all written work submitted by students;
4. Grade in a timely fashion all student assignments, quizzes and exams assigned during the semester;
5. Provide students online access to the course readings and other prescribed material via Google Classroom;
6. Attend all the lectures for the Foundation Course (two 90-minute lectures a week for a total of 3 hours);
7. Do the readings assigned for the day;
8. Assist the Professor(s) with logistical support for the course lectures, including taking attendance, setting up online meetings, and setting up technical equipment such as laptop and projector for PowerPoint presentations, etc.
9. Meet the professor at least once a week to discuss the objectives and lesson plan for any given week's discussion sections;
10. If asked, teach a segment of the lecture to develop the skills to communicate with a large audience.

The workload presumes a minimum of 12 contact hours a week with students in class and office hours. In addition, TFs will be expected to devote sufficient time to class preparation, grading, in-class writing, quizzes and other student projects. Sufficient time will also be expected to be set aside for the assigned readings that the students are doing, as well as to assist the instructor in setting up class PPTs, arranging seating, and generally attending to the needs of the course.

Qualifications:

Candidates should have completed a Master's degree in a relevant discipline. Preference will be given to those working towards an M.Phil. or Ph.D. degree. The application should include (1) a CV; (2) a letter explaining the candidate's interest in this position; (3) a writing sample that demonstrates the candidate's critical thinking and clear expression; and (4) the names and contact details of two references.

How to Apply:

Interested candidates should send their application by **27 December 2021** to environmentalstudies@ashoka.edu.in. The TFs are expected to report for duty one week before the start of classes on January 17.

Compensation & Terms: As per Ashoka University policies.