Teaching Associate Applicant Information

1. Complete an applicant packet in attached email or pick up a packet from the Department of Mathematics and Statistics (Office Hours: 8:00 AM-5:00 PM Mon-Fri).
2. Complete the application which will include:
   - Application for Academic Employment Form
   - Current Curriculum Vitae
   - Unofficial Transcripts (official transcripts must be submitted if selected for a TA position prior to receiving a contract)
   - Two letters of recommendation
3. Drop off or email (mathstatsearch@cpp.edu) the application and supporting documents to the Department of Mathematics and Statistics no later than **Wednesday, April 17th**.
4. You will be notified if you have been selected for an on-campus interview for a TA position. Further, you will be contacted to establish a time for your interview.
5. The interview itself will have two parts:
   - In the first part, you will meet with a committee and answer questions about your background in mathematics, experience teaching and other relevant information.
   - For the second part, we would like you to prepare a 10-minute sample lesson. For this lesson, you should pretend that the members of the committee are actually typical students. You do not need to complete your lesson in 10 minutes; we just wish to get an idea of your teaching style and methods. Choose one of the topics listed below:
     - Solving a system of linear equations
     - Introducing inverse functions
     - Solving absolute value equations and inequalities
     - Graph transformations
   Please select only one of the above topics and write a lesson plan that represents your teaching style and reflects what you think is important for your students to know. Please bring 3 copies of your lesson plan to share with the committee.
6. If you have questions please contact Sabrina Otero, 909-869-3645, smotero@cpp.edu.