

Fall 2021 – Department of Mathematics

Undergraduate Internship and Gradership Application

Qualifications: Applicants must be enrolled undergraduate students at Indiana University; graduate students are not eligible. Applicants must be math majors or have a strong math background, preferably including M301 or M303 and M311. At a minimum, applicants must have taken M211 and M212, or the equivalent, with very good grades.

Instructions: Google Chrome and Mac users: Do not fill this form in with the generic preview application; please use Adobe reader or else the Adobe software we use to process the forms will not record your preferences correctly. You can get Adobe reader free at <https://get.adobe.com/reader>. **Drop down lists do not work if using Microsoft Edge.** Make sure the form is still editable when completed and saved.

Duties: UGIs may spend up to 8-10 hours per week assisting for an undergraduate math course, UGGs may spend up to 5-8 hours per week grading for an undergraduate math course: [job descriptions](#).

Duration: The position is for one semester; however, there is no limit to the number of semesters a person may work for the department.

Pay: Interns earn \$15.00 per hour and Graders earn \$13.00 per hour.

Selection Criteria: Amount and level of mathematics studied, major, performance in mathematics courses, and teaching/tutoring experience.

NOTE: Make sure to use Adobe to complete the form.

Name: _____

Student ID #: _____

IU E-mail: _____

Cell Phone #: _____

Local Address: _____

Major(s): _____

Class standing by credit hours at the beginning of the 2021-22 Academic Year:

Previous UGI/UGG Experience: If you have worked in one of these capacities previously, list your assignment(s) as a UGI/UGG, position and what course and instructor you assisted.

Teaching Experience: Describe any other teaching/tutoring or work experience that would relate to your qualifications as a Mathematics Undergraduate Intern.

Employment experience: Please include position, employer, location, and dates worked.

Note: If you have previously worked for the Department of Mathematics you do **NOT** need a reference letter or transcript, only the application.

References: Please have one Mathematics faculty who knows you and your work to write a brief, informal e-mail or letter of recommendation for you and have them send it to gradmath@indiana.edu. List the faculty writing your recommendation letter in the field below.

Check here if you previously worked as a Math UGI/G.

Unofficial College Transcript: Unofficial IU transcript available through one.iu.edu and provide a PDF of any non-IU transcript if you have attended other universities.

Save the form locally then e-mail your completed form and supporting documents to: gradmath@indiana.edu.

Criminal Statement: Have you ever been convicted of a criminal offense that has not been expunged, restricted, or sealed by a judge?

Convicted means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide. A criminal history investigation is done on each new employee, and employment with the University is conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for employment; however, information obtained from the investigation will be used in the employment review process.

If yes, disclose for each offense: date, charge, city, state, and disposition (include type of offense (e.g. misdemeanor, felony) and judgement (e.g. guilty, conditional dismissal) below or in a separate document.

Name Here

Date

Job preferences: Please list your preferences with **1=most preferred** and **5=least preferred**. While we will try to give everyone their first or second choice, the final schedule will also be determined by the number and type of positions available as well as the class schedules of those hired.

_____ UGI – Assisting M/V118

_____ UGI – Assisting M/V119

_____ UGI – Assisting D116/D117

_____ UGI – Tutoring in the Math Learning Center (M014, M018, M025, M027, M118, D116, D117, M119, J111, J112, J113)

_____ UGG – Grading for M027 and J courses

Assignment Descriptions

UGI Assignments

UGIs distribute materials, quizzes, and exams in class, and grade quizzes and multiple-choice exams. During help sessions, they answer questions and assist students in solving problems. Some instructors expect UGIs to attend all classes.

- **M/V118 (Finite Mathematics)**
M118 UGIs should have knowledge of elementary probability and linear algebra.
- **M/V119 (Brief Survey of Calculus)**
M119 UGIs need at least two semesters of calculus; familiarity with a graphing calculator is desirable.
- **D116/D117 (Introduction to Finite Mathematics I, II)**
D116/D117 UGIs are expected to attend classes and help students with in-class activities.

D116 UGIs should have knowledge of elementary probability.
D117 UGIs should have knowledge of linear algebra.

Tutoring in the Math Learning Center

UGIs tutor students in algebra, pre-calculus, trigonometry, finite, and calculus. Experience with M118, M119 or equivalent is highly desirable.

UGG Assignments

UGGs grade papers out of classes for all the courses; no classroom duties are required.

M027 (Pre-Calculus with Trigonometry)

J Courses (introduction to sets and probability, intermediate algebra, and applied calculus)