

Social Science Writing Initiative / Undergraduate Writing Center
Peer Learning Facilitator Position
Spring 2016

(Due: Wednesday, February 24, 2016 by 5pm)

The Social Science Writing Initiative / Undergraduate Writing Center is hiring undergraduate peer learning facilitators (PLFs) to help their peers with academic writing.

QUALIFICATIONS:

- To apply to be a Peer Learning Facilitator, a candidate must have satisfied the Writing I requirement and have a strong GPA (a minimum of 3.5 cumulative GPA is preferred).
- Although prior work in tutoring, mentoring or other teaching/learning settings is beneficial, it is not required when applying to become a PLF.
- PLFs must be willing to attend training, must be mature and responsible, and must possess excellent writing skills, interpersonal skills, and oral communication skills.

REQUIREMENTS FOR SOCIAL SCIENCE WRITING INITIATIVE PEER LEARNING FACILITATORS:

- Maintain good academic standing (not on academic probation) and with no more than two "Incomplete" grades.
- Abide by all UCLA and Writing Center policies.
- Commit to completing the work of providing feedback to students on preparatory writing assignments using rubrics in the PLF's assigned upper-division Social Science course. Workload will vary weekly, but it's likely to be between 8-12 hours per week.
- Attend mandatory training seminars in Spring Quarter (2-3 hours during Week 1 and Week 2 and several others during Week 3) and occasional workshops scheduled during the quarter you are employed.
- Read assigned articles, complete assignments for training seminars, and familiarize yourself with the resources available at the Undergraduate Writing Center.
- Peer Learning Facilitators must have exceptional time management skills and a developed professionalism and not let school or extracurricular activities interfere with their work hours.

FREQUENTLY ASKED QUESTIONS FOR SOCIAL SCIENCE WRITING INITIATIVE PLFs:

Q: What kind of time commitment is required of a peer learning facilitator (PLF)?

A: Peer Learning Facilitators are hired as academic apprentice personnel – and their work is very similar to demands of a TAship. This means that PLFs hired by the Social Science Writing Initiative /

Undergraduate Writing Center should be able to prioritize the hours they have committed to work. Workload will vary weekly, but it's likely to be between 8-12 hours per week.

Q: What will be the format for my work as a peer learning facilitator (PLF)?

A: As an Social Science Writing PLF in Spring 2016, you will work with upper-division Social Science students, providing them with written feedback on rubrics and their writing and occasionally meet them in face-to-face appointments throughout the quarter.

Q: What kind of training will I receive and what other resources are available to me?

A: PLFs receive on-going training and mentoring. The training (for which PLFs are paid) includes initial orientation sessions during Spring Quarter Week 1 and Week 2, several specialized training seminars during Week 3, and occasional workshops scheduled during the rest of the quarter you are employed. These training seminars are a forum for discussing issues and approaches to tutoring composition effectively. You will learn to read, assess and respond to student writing, help students become more confident about themselves as academic writers, and engage students in writing and occasional discussions to improve their writing.

The training seminar provides a basis for your work with students, but much of your training will happen as you review students' writing. To facilitate this "hands-on" learning, you will receive mentoring from more experienced PLFs and from the professional staff.

Q: Who will I be working with?

A: PLFs will be attached to a particular Social Science course and work with students enrolled in that course. These students will be ethnically, linguistically and socio-economically diverse.

Q: Can I have another part-time job?

A: PLFs are on-campus employees and cannot work more than 19 hours per week in all on-campus employment. Also, the time commitment expected, as explained above, means that we discourage PLFs from having other employment.

Q: How will I be assigned students?

A: For Spring 2016, PLFs will be assigned students from an upper-division Social Science course.

Q: How will I give feedback to students?

A: For Spring 2016, peer learning facilitation will occur through written comments on rubrics and student writing. There will be deadlines for feedback to be completed; it will be up to the PLF to determine when to do the work.

For face-to-face tutorials, you will be assigned a space on campus to meet with students.

Q: How will my work be assessed?

A: You will evaluate your own progress, and more experienced PLFs and the professional staff will provide you with regular feedback and assessment. We will consider the contributions you have made

to the training seminar, evaluate your writing consultation sessions, and examine how well you utilize the support and resources made available to you.

HOW TO APPLY:

Step 1: Completing the Application

- a) Read the first page of the application to understand the qualifications and duties of a peer learning facilitator (PLF).
- b) Fill out the application form, the open-ended questions and the case study questions.
- c) Provide ONE recent sample of your academic writing (which will not be returned to you).
- d) Submit: 1) a completed application, and 2) **one recent sample of your academic writing** (which will not be returned to you) online to socsciplfapp@ucla.edu or in hard copy form to the Undergraduate Writing Center mailbox in Humanities 146. Once your application has been reviewed, we will contact you if we wish to interview you.

Step 2: Application Review

We will review submitted applications and schedule interviews with applicants during Week 9 or Week 10 during Winter Quarter who satisfy the minimum requirements and who appear to meet the demands of the position.

Step 3: Interviewing, Selection and Notification

Candidates will be notified of the status of their application by phone or e-mail.

NEED MORE INFORMATION:

Please feel free to contact Leigh Harris (lharris@humnet.ucla.edu) with questions.

APPLICATION DEADLINE to be considered for employment in Spring 2016: by 5pm, Wednesday, February 24, 2016.

(Due: Wednesday, February 24, 2016 by 5pm)

		Monday	Tuesday	Wednesday	Thursday	Friday
9-10am						
10-11am						
11-12pm						
12-1pm						
1-2pm						
2-3pm						

3-4pm						
4-5pm						
5-6pm						
6-7pm						
7-8pm						
8-9pm						

Open-Ended Questions:

Please attach an additional sheet to respond to the following questions if you need more space.

1) Please describe the way in which any previous training or experience you have had prepares you to work well as a composition peer learning facilitator at the Undergraduate Writing Center.

2) How did you fulfill the UCLA Writing I requirement? (i.e. English Comp. 3, SAT score)

3) What other courses have you taken that required a substantial amount of writing? What did you learn about university-level writing from these courses that will help you as a composition facilitator?

4) Since the busiest times of PLF work may coincide with the most stressful periods of the quarter, we need to know how you handle juggling multiple commitments. Write about a situation when an extracurricular activity or a professor's office hours conflicted with a commitment you had scheduled. How did you handle the conflict?

Case Study Essay for Response and Analysis

- Please read the following case study carefully and write a detailed response to the following questions about the case study and essay (1 page typed response). The PLF's role is to work collaboratively and constructively with the writer based on his/her assessment as an attentive and helpful reader. There are no right answers, only more or less helpful and useful ones:

Prompt: Evaluate the strengths and weaknesses in this writer's essay. Please consider all aspects of the writing (thesis, development, organization, sentence-level features, language use, as well as any other factors you see as important), and please use specific examples from Steve's essay to illustrate your analysis.

The Student Writer's Background:

- Aisha is a south campus major, but she is taking a sociology course as a GE requirement. Since she doesn't write often, she is not very confident about the paper. She also worries about her grammar and mechanics.
- The assignment (from a sociology course): The lecture stated that ritual is one of ways that institutions create and express meaning about its underlying logic. Select one ritual from one institution and explain in as much detail possible, given the length of the paper, how that ritual expresses the underlying logic of the institution.

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Rituals are set of actions performed in a sequential order in the community. Rituals may be performed in different social institutions such as religious, cultural, family and economic institutions. Likewise different organizations, religious communities who adheres to the same values and beliefs carried out set of rituals which express the logic behind their beliefs.

Muslims around the world celebrates two of the major festivals in Islam, Eid-ul-Fitr (Feast of breaking the fast) and Eid-ul-Adha (Feast of Sacrifice). Eid-ul-Adha is a very significant among the Muslims, since Muslims carries out the tradition that has been started since the time of Prophet Abraham. The main purpose of observing those sets of rituals is to honor the willingness of Prophet Abraham for God. When Prophet Abraham's son Ishmael was thirteen, God decided to test prophets faith. Prophet Abraham had a dream where he sees that God commanded him to sacrifice his son. Prophet knew that dream was one of the way how God communicated with his prophets. So, he decided he will complete God's command and will sacrifice his beloved son Ishmael. He has to ask his son permission before he sacrifice him in the name of God. His son, Ishmael told his father to do whatever God commanded him. When Prophet was about to cut Ishmael's throat, he found a ram was slaughtered instead of his son. He was surprised but Prophet Abraham passed the test because inspite Ishmael being his a huge part of his life, he was ready to sacrifice him to the command of God. After that day, Muslims honor the willingness of Prophet for God, this sacrifice takes place every year during Eid-ul-Adha. The festivals are based on Lunar Islamic calendar, so the dates vary in Gregorian calendar.

Eid-ul-Adha has several rituals which symbolizes it's meaning and the logic for performing. The Eid day starts with the Eid prayer, which is a communal obligation. Those who are sick, traveling are exempted from that. The Eid prayer is performed in congregation at the mosque. After finishing the prayer, muslims exchange greet with one another. Congregational prayer not only strengthen the universal brotherhood, but also enable the muslims to stand by each other's thick and thin. Muslims also invite their non muslim friends, coworkers, neighbors at their houses to enjoy the Eid and to better understand their rituals. Praying to the almighty is one of the basic responsibilities of a muslims. Even though Eid prayers aren't far'd (compulsory) but it upholds the logic of praying to God. Praying brings immense peace, calmness, sense of belonging to God. After the Eid prayer, the financially well off muslims sacrifice halal (permissible) animals in order to honor the prophet Abraham's willingness of sacrificing his son. It is very important to understand the reasons for sacrificing an animal. It is done not to seek forgiveness from God through an animal's death, but to thank God for the our sustenance, the personal sacrifice to share part of our food with our fellow brothers and sisters and to thank him for the blessings he has bestowed upon us. The meat from the sacrificed animals are divided into equal three parts; one third is given to the poor and needy ones, another third is given to the neighbors, relatives and friends and the other third is to keep for the family. This kind of charitable practices are encouraged even major religious festivals, since charity is one of the pillars of Islam, and through this rituals one of the fundamental aspects of Islam reflects

