

Camp Reach 2009

Information for Teaching Assistant (TA) Applicants

Program Dates: Sunday, July 19 (noon) – Friday, July 31, 2009 (7:00pm)

TAs are expected to participate for the entire two-week program, including the trip to Cape Cod on the weekend of July 25-26.

Staff Orientation: Thursday, July 9, 8:00am – 5:00pm

Participation in staff orientation on this date is absolutely mandatory due to state regulations.

Application Process:*

1. Ask two people to provide a recommendation. One must be from a math or science teacher. The other recommendation may come from any other teacher, guidance counselor, or a work supervisor—whomever you think knows you best in the context of what you would be doing as a Reach TA. Please supply each person with the following:
 - a. A “Letter of Recommendation” form (enclosed). Be sure to fill out the top part yourself before giving it to your reference providers.
 - b. “Summer Volunteer Opportunity at WPI for High School Women” (enclosed) so that they have some information about Camp Reach.
 - c. A stamped envelope with the following mailing address:

WPI Camp Reach
Office of Women’s Programs
100 Institute Rd.
Worcester, MA 01609

Ask each teacher to return the recommendation form by **April 17, 2009**.

2. Complete your part of the application (front and back sides), and have a parent or guardian sign the front of the form after reading this information sheet as well as the one entitled “Summer Volunteer Opportunity at WPI for High School Women.” Mail the application to the same address at WPI by the deadline of **April 17, 2009**.
3. Finalists for the TA positions will be asked to come to WPI for a group-format interview on either **Tuesday, April 28 from 6-7:30pm** or **Wednesday, April 29 from 6-7:30pm**. Please make note of those dates now in the event that you are invited for an interview. Applicants will be notified about final decisions by mid May.

**All application forms are available on our web site at <http://www.wpi.edu/+reach>. Follow the Staff link. Or call the Office of Women’s Program’s at (508) 831-5819.*

Important Program Policies Related to TAs:

- Staff members are not allowed to invite outside guests to the residence hall or to campus during the program.
- In accordance with the Drug-Free Schools and Communities Act Amendment of 1989, WPI prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities.
- Smoking is forbidden in all WPI buildings, and we add our own rule that smoking is not allowed in view of campers.
- TAs are expected to be fully engaged in assisting and supervising campers between 8am-5pm, and in being a good role model at all times. *Being effective at the position requires hard work and dedication!*
- *TAs are not allowed to carry cell phones during the day or to use them in front of campers at any time.* Cell phones can be used during TAs’ free time in the evenings. The reasoning behind this policy

is that campers are not allowed to bring cell phones to camp. We also want to keep the focus on the program and the campers.

- Evening policies: The RAs will have supervisory responsibility for the campers and TAs will participate in activities with campers. TA's are expected to participate in the evening activities with the campers, unless you are not feeling well or have another reason for not participating. These reasons can be discussed with the After Hours Coordinator or an RA. "Signing out" as to their whereabouts is required, and TAs must sign back in to the residence hall by 9pm. To be consistent with other WPI programs for high school students, *TAs will not be allowed to leave campus on their own during free time in the evenings.* Violation of this policy will result in expulsion from the program.
- Quiet time in the evening begins at 9pm. Lights out for campers is 9:30pm, and for TAs is 11pm.
- With parental permission TAs will be taken off campus as a group by a senior staff member one night each week for an activity of their choice within the local area. The cost of these "TA Nights Out" will be covered by the program, as a token of our appreciation for this volunteer activity.

Violation of any of these policies may result in expulsion from the program.

If you have any questions, please contact the Office of Women's Programs at (508) 831-5819 or e-mail reach@wpi.edu.