

Perlman Learning and Teaching Center Fellows Position Description

The Perlman Learning and Teaching Center (LTC) promotes dialogue among faculty and staff about pedagogical issues, maintains a resource library, consults with faculty interested in improving their teaching, provides student observers for faculty who request them, and sponsors programs designed to enhance learning and teaching throughout the College.

Perlman LTC Fellows will serve as student liaisons to the center, helping to guide the work of the center (and especially to plan programs designed to serve students), serve as student observers for faculty, and assist with various office tasks, as needed. For more information on the Perlman Learning and Teaching Center, go to the LTC's website <<https://apps.carleton.edu/campus/ltc/>>

Perlman Fellows will

- serve as student observers for faculty who wish to get student feedback on their teaching. This entails attending class (though not taking the class for credit or doing course work), making observations, and meeting with the faculty member to provide constructive, critical and confidential feedback.
- serve on the advisory committee for the LTC, along with faculty and staff who work with the director to think about new initiatives and programs. The advisory committee typically meets once each term.
- design and facilitate programs for other students designed to help them become more reflective and effective learners.
- film classes, as requested by a professor.
- help with routine office tasks, including working to update the LTC website.
- meet with one another and with the director of the LTC periodically.
- help with other tasks related to the work of the LTC, as assigned.

The LTC will hire approximately five fellows for the 2010-11 academic year, and expects that fellows will work approximately 5-10 hours per week (hours may vary depending on requests from faculty for student observers and filming of classes). Students can be temporarily released from some hours in another campus job, but only if the other supervisor agrees. Preference will be given to students who will be on campus all year.

To apply, go to the LTC website and download an application or stop by the Center (Willis 207) and pick one up from the wall rack. Fill it out including references and return it to Charlene Hamblin (5-LTC, Willis 207). You will be contacted for an interview once we have your completed application and have checked your references.