



Faculty Course Modification Incentive Grants and Maine Learning Assistant (FIG-MLA) Program **MLA Recruitment**

This document explains what you need to do, and how the RiSE Center will assist you in recruiting, interviewing, and hiring MLAs to provide extra instructional support for your FIG-MLA course.

Help us ensure a fair MLA selection. Do not offer an MLA position to anyone who has not completed an application AND an interview. This applies to returning MLAs as well. The RiSE Center strives to ensure that new MLAs are entering the program each year.

Feel free to let Erin Vinson, the FIG-MLA program coordinator, know if you have any questions or need any assistance - erin.vinson@maine.edu.

This MLA Recruiting Packet includes:

- RiSE Center's MLA Recruitment Responsibilities
- Recruiting Students
- Online MLA Application
- MLA Open House
- Application Review
- Student Interviews
- Selection and Offer
- Suggested MLA Interview Questions

RiSE Center's MLA Recruitment Responsibilities

Regardless of where you are in the funding schedule of your award, the RiSE Center will take care of most aspects of MLA recruitment and applications. This includes: creating and maintaining the online MLA application each semester, posting recruitment flyers around campus, sending email announcements to departments to share with undergraduate students, responding to student inquiries regarding the MLA program, host and advertise for the MLA Open House and Information Session each semester (FIG faculty are encouraged to attend), create and share a list of MLA applications with FIG faculty (see Application Review section below), offer positions and confirm MLA acceptance (see Selection and Offer section below), communication with both FIG faculty and student applicants, and send regret letters to applicants not selected for any of their three choices.

Faculty are responsible for reviewing applications, interviewing candidates, and communicating with Erin about their selections. Faculty are encouraged to attend the MLA Open House and Information Session.

Recruiting Students

You might want to target specific students by sending information to those who received excellent grades in your course last year. You can also post information on your course website, announce in class, send out flyers, etc. Current announcements and flyers for MLA applications each semester will be emailed to you.

Online MLA Application

Students complete an online MLA application every semester. Students are given the list of available courses on the application and are asked to select their 1st, 2nd, and 3rd choices in which to MLA.

MLA Open House

Every semester, we invite current MLAs, prospective MLAs and FIG faculty to the MLA Open House and Information Session. Dates will be posted on the MLA website.

Application Review

In an effort to make the process more time-sensitive and fair for all students, we will have a shared Google Drive document with all student applications. All MLA applications will be posted online in a shared Google Sheet that shows only a student's first choice for about 10 days. Roughly 10 days later, the Google Sheet will include each student's second choice. Roughly 10 days later, the Google Sheet will include each student's third choice. Please do not download the document, changes will be made daily to the Google Sheet and should be checked before contacting students.

Once a position is offered, I will update the Google Sheet and no other FIG faculty should contact that student. Once I get the student's confirmation, I will update the Google Sheet. Only students who have not been offered a position or accepted a position may be contacted by FIG faculty for interview and/or hire.

Student Interviews

FIG faculty will review applications of students who selected their course as the first choice and set up interviews. You will be scheduling and interviewing prospective MLAs. We recommend that you conduct interviews in blocks, with about 15 minutes per interview. All students should be interviewed – either by phone or in person, before an offer is made. A list of suggested interview questions is at the end of this document. Please let all new MLAs know that they are required to attend the MLA seminar (Thursdays 5:00-6:00 pm).

Selection and Offer

When you would like to offer a student an MLA position, let me know and I will send the student a welcome email and a confirmation request. This will happen on a first-come, first-served basis – for example, if instructor A tells me they want to offer a position to a student and an email offer is sent to that student, and then I hear from instructor B that they want to hire the same student, instructor A is given priority.

All MLAs should be hired before the last day of the previous semester (for example, Fall MLAs should be hired before the last day of the previous Spring semester).

Students not selected for their 1st, 2nd, or 3rd choice by the last day of the previous semester will be sent a regret letter from the RiSE Center.

Suggested MLA Interview Questions

Applicant Name: _____

Major: _____

Relevant Courses in Major: _____

1. The 1-credit MLA seminar is required for all new MLAs. Are you able to attend this seminar on Thursdays from 5:00-6:00 pm? (This is a pedagogical seminar offering professional development in the areas of teaching and learning—tuition is paid by other sources). *Students must be able to attend the seminar if they are new to the MLA program.*

IMPORTANT: Please inform students that, while the cost of the required 1-credit seminar tuition will be paid for them, students are responsible for any associated fees. We mention this on the website and application but students may not remember this.

2. What specific aspects of the Maine Learning Assistant program interest you?

3. What is your career plan and how will this program help you achieve your career goals?
4. Many students struggle with the material covered in [e.g., PHY 122].
 - a. Why do you think this is the case?
 - b. What would you do to help them better understand the material?
5. What would you do if a student asks you a question and you don't know the answer?
6. What would you do if a student complained about the instructor to you?
7. What would you do if a student is frustrated about a question and is trying to get the answer from you?
8. Do you have any additional questions for us?