FIGS PEER INSTRUCTORS
Application and Position Information

INFORMATION SESSIONS:

- Friday, December 6 at 10:30AM in Beck 101,
- Thursday, December 12 at 3PM in 106 Somerset Street (4th Floor)
- Tuesday, January 21 at 4:30PM in 106 Somerset Street (4th Floor), and
- Thursday, January 23 at 9:00AM in Busch Student Center (Career Exploration and Success)

ONLINE APPLICATION DUE: Noon on Friday, January 24, 2020

WHAT DOES IT MEAN TO TEACH A FIGS?

First-Year Interest Group Seminars (FIGS) are one-credit courses taught by upper-class students to aid first-year students in their transition to college while exploring an academic interest area. Peer Instructors develop a ten-week course that exposes students to career, research and educational opportunities as well as the many resources available at Rutgers. PIs coordinate each 80-minute class session including discussion topics, faculty and guest speakers, a class trip, and the inclusion of the 9 required FIGS Elements (academic success, diversity, personal wellness, etc.). As a FIGS Peer Instructor, you’ll have the opportunity to share your knowledge of an academic topic, your Rutgers experiences, and your advice for succeeding in college with up to 25 students.

WHAT WILL I GAIN AS A PEER INSTRUCTOR?

At the Office of Career Exploration and Success (formerly University Career Services), we believe that teaching a college course is an incredible professional development opportunity for any Rutgers student. Whether you’re planning to study law, practice medicine, work as an engineer, become a counselor, or enter the world of business, teaching a FIGS gives you the skills necessary to succeed in your field. Past PIs have described writing about their time in a FIGS classroom in graduate school applications, talking about their experience in job interviews, and using lessons learned from their FIGS successes and challenges in the world of work. Your experience will help you develop the most highly sought-after professional skills that employers are looking for, like:

- **Critical Thinking and Problem-Solving**: developing meaningful lesson plans, adapting plans to a classroom in real time
- **Time Management and Organization**: coordinating details like a budget, supplies, copies, and guest speakers
- **Communication**: practicing public speaking, writing official emails to students on behalf of the program, creating handouts
- **Leadership**: managing group dynamics, facilitating effective activities
- **Work Ethic & Professionalism**: maintaining accurate class attendance records, grading student work, receiving professional feedback on performance, serving on the Peer Instructor interview team for 2021
- **Global and Intercultural Fluency**: creating a community of respect, leading discussions on diversity
- **Digital Technology**: overseeing official course site on Sakai, developing and using media

COMPENSATION:

PEER INSTRUCTORS RECEIVE A STIPEND OF $1250 (increased in January 2020) AND EARN 3 CREDITS.

Questions? Email us at figs@echo.rutgers.edu or call us at 848-932-7442
**HOW DOES TEACHING A FIGS WORK?**

Peer Instructors have a big challenge- creating a course that blends important concepts from their content area with crucial information about Rutgers resources. To make this happen, Peer Instructors have a lot of support and training along the way. To prepare to teach, each Peer Instructor must participate in:

1) **PI Orientation:** Peer Instructors are required to attend a PI Orientation program and will select one date to attend, Friday, April 17 or Sunday, April 19 from 4:00 pm-9:00 pm at Career Exploration and Success. During this time, PIs will be introduced to the required Elements of the FIGS program and will meet program staff and their fellow Peer Instructors.

2) **Summer Training in May and August:** Peer Instructors participate in two multi-day training sessions held May 14 & 15, 2020 (Summer Institute I) and August 24, 25, & 26, 2020 (Summer Institute 2). During these sessions, PIs are provided with background and in-depth information on the FIGS Program as well as the tools needed to design a curriculum. Peer Instructors will also spend time getting to know their fellow PIs, learning about many university resources for first-year students and sharing ideas for their FIGS class. Attendance at all days of both Summer Institutes is mandatory as a Peer Instructor.

3) **Peer Instructor Education Class:** Peer Instructors must enroll in Peer Instructor Education (3 credits), offered in the same fall semester as they teach their FIGS. Selected PIs must plan fall course schedules around this class. In this course, PIs share stories from their classrooms, develop strategies to respond to teaching challenges, and explore new teaching techniques. Through class discussion and group activities, Peer Instructors reflect on the FIGS experience and consider how teaching contributes to career readiness. **NOTE:** Although the course will meet in the fall, many assignments are due in late spring/early summer as Peer Instructors submit all lesson plans and syllabus for approval.

Four sections of PI Education will be offered in the fall. Specific class times will be announced prior to fall registration. Peer Instructors rank their class section preferences and then receive a SPN for registration. While Peer Instructors receive 3 credits for the course, it only meets for 80 minutes a week during the fall as summer training hours count for course credit.

**HOW DO I APPLY?**

1. Make sure you meet our requirements. We’re looking for full-time undergraduates in their junior or senior year (54 credits) in fall 2020 with a minimum cumulative GPA of 3.0 at time of application and after spring 2020. Peer Instructors are in good academic and disciplinary standing, have strong leadership skills from meaningful campus and community involvement, and demonstrate a strong knowledge of the academic discipline of their course.

2. Complete an application at http://figs.rutgers.edu. Applications are available in late November and are due at Noon on Friday, January 24, 2020.

3. Participate in our Group Interviews offered Friday, January 31, Saturday, February 1 or Sunday, February 2. By the end of day on Tuesday, January 28, candidates who meet the position qualifications will receive an email prompting them to select a 90-minute interview time during the weekend of January 31, February 1 and February 2.

4. Check your email! Candidates will receive an email by Tuesday, February 4 letting them know if they have been selected for an individual interview. Students invited to participate in the individual interview process will sign up online for a specific interview time (February 10 - March 6).

5. Ask a Rutgers faculty or staff member or previous supervisor to complete the FIGS recommendation form. Recommendations forms should be submitted by the recommender to figs@echo.rutgers.edu by Wednesday, February 26. Only candidates invited to do an individual interview are required to submit a recommendation form.

6. Prepare for your individual interview! Candidates meet with 3-5 FIGS team members including staff and past Peer Instructors for an interview between February 10 and March 6. You’ll need to prepare a 5-minute teaching presentation. Past teaching demos have included a discussion of the concept of law and demand, tips for effective time management at Rutgers, how to read music, a simple concept from a class you’ve taken, etc. Our best advice is to be comfortable with your content, be creative with your teaching methods, and to show us how you’ll engage your students.

7. Check your email again! Final Peer Instructor selection decisions will be announced in mid-March.

Questions? Email us at figs@echo.rutgers.edu or call us at 848-932-7442