SCHOOL OF EDUCATION - UNIVERSITY OF MASSACHUSETTS AMHERST

BEACON DEADLINE: The deadline for Beacon announcements is 3:30 p.m. on Monday, due in Room 124, Furcolo Hall or to zinnia@educ.umass.edu. All assistantships will run for two issues unless otherwise indicated. Examinations and dissertation proposals run for only one issue.

ATTENTION! The Beacon is available on-line at: http://www.umass.edu/education/publications/beacon.pdf If you have problems accessing this link, go to the School of Education home page, click on publications and then click on Beacon.

SPRING 05 ASSISTANTSHIPS AVAILABLE (by department)

Dean’s Office

HOURLY POSITION – THE DEAN’S OFFICE
Winter 2004 - Spring 2005, 5 hours per week
This position coordinates and supports the Commonwealth Education Deans’ Council, the UMass Deans, and other committees.

Responsibilities include: attend committee meetings, provide support to committee members including: convening meetings and arranging conferences and other events; developing informational and marketing materials; assist in report writing and presentation development; present at meetings and other events; develop and maintain contacts with on-campus departments and off-campus institutions and organizations.

Qualifications include: excellent organizational, communication, and computer skills.
To apply, please send application letter and resume to: Dr. Andrew Effrat, Dean, 124 Furcolo Hall.

Availability is contingent upon funding.

~~~~~

Educational Policy, Research and Administration

No positions available this week.

Student Development and Pupil Personnel Services

No positions available this week.

Teacher Education and Curriculum Studies

PROJECT ASSISTANTSHIP – Pioneer Valley STEMNET
Spring 2005. Part-time (10 hrs/wk)
Responsibilities include: assist the program director in developing and implementing programs; creating materials for teacher use; and maintaining communications among teachers using WebCT
**Qualifications:** Middle or high school teaching experience. Experience with professional development of novice teachers.

To apply, please contact: **Allan Feldman**, 230 Furcolo Hall, at afeldman@educ.umass.edu

**Application deadline: January 24, 2005**

*Availability is contingent upon funding.*

~~~~~

**RESEARCH ASSISTANTSHIP IN TECS** – Bridges to the Future Secondary Teacher Preparation Program.

Spring 2005 - One half-time (10 hours per week)

This position is a Field Coordinator position to work with student teachers in the Athol/Orange community.

**Responsibilities include:** Working with agencies in Athol and Orange to coordinate CSL placements for 20 student teachers; facilitating meetings between the agency and the student teachers; basic supervision during CSL placement and weekly contact.

**Qualifications include:** excellent communication skills; significant experience and knowledge in the field of community service learning; familiarity and experience with student teaching programs; knowledge of the Athol/Orange area; flexibility to work with both student teacher and agency’s schedules. This position will require most of the work to be done on site in Athol and Orange.

To apply, please contact **Dr. Linda Griffin**, Room 113, Furcolo Hall (545.0246); email: lgriffin@educ.umass.edu.

*Availability is contingent upon funding.*

~~~~~

**PROJECT ASSISTANTSHIP** – E-Teams

Spring 2005. Part-time (10 hours) or full-time (20 hours)

**Responsibilities include:** website research and data management for the Virtual Reference Room project, assisting in the coordination of the E-teams project and work with 180 days teachers and interns on technology-related projects.

**Qualifications include:** Experience with computers and other information technologies; excellent organizational and communications skills and knowledge of K-12 schools.

To apply, please send letter of interest and resume to: **Robert Maloy**, Room 110 Furcolo Hall.

*Availability is contingent upon funding.*

~~~~~

**PROJECT ASSISTANTSHIP** – STEP

Spring 2005. One part-time (10 hours)

**Responsibilities include:** working as an administrative assistant in the STEP Bridges to the Future program, assisting in admission process, including contacting applicants and working with schools to organize interview/recruitment day, graduation and orientation for next fall. Some travel to Athol and Orange will be required.

**Qualifications:** Computer skills and ability to work with faculty in schools necessary.

To apply, please contact: **Dr. Barbara Madeloni**, Furcolo Hall (577-0495) or email: madeloni@educ.umass.edu

*Availability is contingent upon funding.*

~~~~~

**ATTENTION GRADUATE STUDENT EMPLOYEES**

Graduate student employee orientations start December 13. These are designed to address and complete all of the paperwork requirements necessary to become employees at UMASS Amherst. All mandatory federal and state forms and required campus forms such as the Participation Agreement and the Union Dues Deduction form
will be reviewed during these sessions. Assistantship Forms are completed in the department. Additionally, there will be a comprehensive explanation of health and dental insurance plans. These orientations are required and are the best and most efficient way for completing all of these critical requirements.

The following times and rooms have been scheduled for the upcoming academic year New Graduate Student Employee Orientations:

Monday, December 13
Beginning at 2:00
Room 162 - 75 Campus Center

Tuesday, December 14
Beginning at 2:00
Room 162 - 75 Campus Center

Monday, January 10, 2005
Room 803
Campus Center
Beginning at 2:00

All sessions begin at 2:00. The presentations last about an hour and there is plenty of time afterwards to receive assistance in completing paperwork and ask questions. Staff from Human Resources will also address visa and tax treaty issues at these sessions. Unlike in the Fall there is no special session for International students.

~~~~~

Thesis Formatting at UMass Amherst

Winter 2005

The Office of Information Technologies offers a workshop with detailed instructions on how to format a thesis to meet the requirements of the University of Massachusetts Graduate School with Microsoft Word for Windows. The workshop includes margins, footnotes, bibliographies, page numbering, headings, table of contents, etc.

Registration
Registration is required and is not complete until you have paid the $10 fee. To register, go to the Administrative Desk in A118 Lederle GRC (545-9730).

Microsoft Word for Windows

The course covers Microsoft Word XP (2003), Word 2000, or Word 97 on Windows. You need to tell us exactly which version of Word you are using when you register so we will have the appropriate course materials for you.

Wednesday, February 9, 2005 from 9 am – noon

Prerequisite
Working knowledge of your version of Microsoft Word for Windows and Windows.

Course materials on Web or disk
If you cannot attend the class, you may find the materials on the OIT Web site:
www.oit.umass.edu/workshops/tutorials.html

Although we no longer offer workshops for Word on the Macintosh and older versions of Word on Windows, the materials are still available. You may purchase a course packet from OIT for $5 plus tax. For information, send email to workshops@oit.umass.edu

~~~~~

RefWorks Workshops ~ Intersession and Spring 2005

Offering Two Levels:
Preregistration is required. Email refworks@library.umass.edu

Location for all workshops: W.E.B. Du Bois Library, Calipari Room (Main Floor).

1. RefWorks Bibliography Basics for Undergraduates
We will cover how to access RefWorks, enter and organize references, and create quick bibliographies according to various citation styles (e.g. MLA or APA).

- **Wednesday, March 23, 4-5 PM**
- **Tuesday, March 29, 4-5 PM**

2. **RefWorks for Graduate Students, Faculty and Other Advanced Researchers**

Besides the fundamentals, we will create multiple accounts, populate and manipulate your database, convert Endnote libraries to RefWorks, import references from library databases, use RefWorks to retrieve articles and search catalogs, and create bibliographies in your preferred citation styles.

- **Monday, January 10, 4:30-6 PM**
- **Wednesday, January 19, 10:30 am - 12 PM**
- **Tuesday, January 25, 12:30 - 2 PM**
- **Monday, February 7, 4 - 5:30 PM**
- **Tuesday, February 9, 4 - 5:30 PM**
- **Monday, March 7, 2:30 - 4 PM**
- **Wednesday, March 9, 10:30 am - 12 PM**
- **Wednesday, March 9, 6:30 - 8 PM**
- **Tuesday, March 29, 6:30-8 PM**
- **Monday, April 4, 4 - 5:30 PM**
- **Tuesday, April 12, 4 - 5:30 PM**

Preregistration is required. Email **refworks@library.umass.edu**

Location for all workshops: W.E.B. Du Bois Library, Calipari Room (Main Floor).

~~~~~