The Department of Food Science and Human Nutrition is accepting applications for student assistance with FSC and HNF course offerings during the 2014-15 academic year. Applications will be accepted in the following areas:

**Department Aide (DA) Program for FSHN Undergraduate Students**

Please turn in the following materials to 106 G.M. Trout FSHN Building:

- Completed application (hard copy)
- Copy of anticipated 2014-15 schedule
- Statement of qualifications
- Resume

**DEADLINE: FRIDAY, APRIL 25, 2014**

**Department Aide (DA) Program**

FSHN Departmental Aide (DA) Program is designed to provide opportunities for mature, accomplished undergraduate students to assist FSHN faculty in teaching a professional course. DAs will be mentored by the FSHN faculty during this experience, and receive a stipend of $500.

Departmental Aides will assist faculty in teaching selected courses. The Departmental Aide will be expected to work approximately 5 hours per week (on average) on tasks assigned by the instructor. An orientation meeting will be held Fall 2014 to discuss the general responsibilities of DAs including confidentiality, ethics and safety. Responsibilities for specific courses are outlined below.

Departmental Aides should have at least junior standing within a major in FSHN, an overall cumulative GPA of $\geq 3.0$, and should have completed the course they wish to assist with a grade of $\geq 3.0$. Students need a strong commitment to the program, good rapport with faculty and students, excellent communication skills, and a time schedule fully compatible with the course they wish to assist.
HNF 150: Intro to Human Nutrition Fall 2014
Instructor: Ms. Martinson (mar15@anr.msu.edu)
Responsibilities: Hold office hours, grading, proctor exams, answer student emails, and assist with test question development.

HNF 260: Principles of Human Nutrition Fall 2014
Instructor: Dr. Ekstrom (ekstrom@msu.edu)
Responsibilities: Proctor exams and quizzes, manage Angel grade book, process Camtasia recordings, assist with Honors Options, and deliver one 20 minute class presentation on topic relating to community nutrition.

HNF 300: Experimental Approaches to Foods Fall 2014
Instructor: Dr. Nettles (nettles@msu.edu)
Responsibilities: Grocery shopper; grade papers, assist with instruction and lab clean-up, monitor exams and attendance.

HNF 375: Community Nutrition Fall 2014
Instructor: Dr. Song (song@msu.edu)
Responsibilities: Hold office hours, proctor exams, assist with quiz questions, answer e-mails, grade papers, maintain class website and grade book, assist with PowerPoint presentations, and attend weekly meetings.

HNF 377: Applied Community Nutrition Fall 2014
Instructor: Ms. Kelleher (kelleh12@msu.edu)
Responsibilities: Weekly lab group meetings, attend lab sections, grade and write MC items, Angel grade and attendance book, edit PowerPoint slides, keep weekly office hours for students 1hr/wk., assist students with questions, assist with proctoring exams, prepare and deliver one 20 minute class presentation on topic relating to community nutrition.

HNF 440: Foodservice Operations Fall 2014
Instructor: Dr. Nettles (nettles@msu.edu)
Responsibilities: Grade papers, monitor exams, attendance.

HNF 444: Business of Nutrition Services Fall 2014
Instructor: Ms. Fischer (drfrd@msu.edu)
Responsibilities: Assist in computer labs, proctor exams, grading of weekly assignments, assist students with assignments.

HNF 445: Foodservice Mgt Practicum Fall 2014
Instructor: Ms. Fischer (drfrd@msu.edu)
Responsibilities: Assist in computer labs, visit various food service sites, grade assignments, proctor exams, and assist students with assignments.

HNF 461: Adv Hum Nutr: Carb, Lip & Prot Fall 2014
Instructor: Dr. Fenton (imigjeni@msu.edu)
Responsibilities: Process Camtasia recordings, proctor exams and quizzes, manage ANGEL grade book, assist with Honors option.
**Must be a member of the Honors College.

HNF 462: Adv Hum Nutr: Vitamins & Min Fall 2014
Instructor: Dr. Li (wli@msu.edu)
Responsibilities: Process Camtasia recordings, proctor exams and quizzes, manage ANGEL grade book, assist with Honors option.
**Must be a member of the Honors College.

FSC 211: Principles of Food Science Fall 2014
Instructor: Ms. Crackel (crackel@msu.edu)
Responsibilities: Proctor exams, hold office hours, light grading – homework, quizzes, objective sections of exams.

FSC 342: Food Safety and HACCP Fall 2014
Instructor: Dr. Ryser (ryser@msu.edu)
Responsibilities: Submit quiz and exam questions for review, assist in grading, upload grades into Angel and maintain the grade book on Angel.

FSC 402: Food Chemistry Laboratory Fall 2014
Instructor: Dr. Ustunol (ustunol@msu.edu)
Responsibilities: Assist grad. TA with the upkeep of the lab, setting up for weekly labs, and assist during lab period and help students in the class.

FSC 410: Sensory Analysis and Cons Rsch Fall 2014
Instructor: Dr. Harte (harteja@msu.edu)
Responsibilities: Take charge of lab section (1 each) (~2 hours/week), grade lab report ~4; make reagents, copying; communicate on Angel and do lab calculations for lab report; tabulate date to give to students for lab report when appropriate.

FSC 430: Fruit/Veg Processing Fall 2014
Instructor: Dr. Partridge (parridge@anr.msu.edu)
Responsibilities: Prepare weekly labs and assist running them.

FSC 455: Food and Nutrition Laboratory Fall 2014
Instructor: Dr. Strasburg (strasgale@msu.edu) / Dr. Li (wli@msu.edu)
Responsibilities: Assist in grading lab reports, organizing and prepping for lab, being present in lab to answer questions during class and office hours.
Department Aide (DA) Course Opportunities
Spring 2015

HNF 150: Intro to Human Nutrition Spring 2015
Instructor: Ms. Martinson (mar15@anr.msu.edu)
Responsibilities: Hold office hours, grading, proctor exams, answer student emails, and assist with test question development.

HNF 260: Principles of Human Nutrition Spring 2015
Instructor: Dr. Ekstrom (ekstrom@msu.edu)
Responsibilities: Proctor exams and quizzes, manage Angel grade book, process Camtasia recordings, assist with Honors Options, grade one homework assignment, and respond to emails from students.

HNF 300: Experimental Approaches to Foods Spring 2015
Instructor: Dr. Nettles (nettles@msu.edu)
Responsibilities: Grocery shopper; assist with instruction and lab cleanup; grade papers, monitor exams, attendance monitoring.

HNF 320: Prof Prac of Dietetics & Nutr Spring 2015
Instructor: Dr. Song (song@msu.edu)
Responsibilities: Grade weekly quizzes, maintain course web site, obtain articles, and proctor exams.

HNF 400: Art & Science of Food Prep Spring 2015
Instructor: Dr. Nettles (nettles@msu.edu)
Responsibilities: Grocery shopper; assist with instruction and lab cleanup; grade papers, monitor exams, attendance monitoring.

HNF 406: Global Foods and Culture Spring 2015
Instructor: Dr. Weatherspoon (weathe43@msu.edu)
Responsibilities: Grading, assignment and test item construction to be reviewed by instructor, proctor exams, some short class presentations, and office hours to assist students.

HNF 444: Business of Nutrition Services Spring 2015
Instructor: Ms. Fischer (drfrd@msu.edu)
Responsibilities: Assist in computer labs, proctor exams, grading of weekly assignments, assist students with assignments.

HNF 445: Foodservice Mgt Practicum Spring 2015
Instructor: Ms. Fischer (drfrd@msu.edu)
Responsibilities: Assist in computer labs, visit various food service sites, grade weekly assignments, proctor exams, and assist students with assignments.

HNF 453: Nutrition & Human Development Spring 2015
Instructor: Dr. Weatherspoon (weathe43@msu.edu)
Responsibilities: Grading assignments, proctoring exams, holding some short class presentations, and holding office hours to assist students.

FSC 325: Food Processing: Unit Operations Spring 2015
Instructor: Dr. Partridge (partridg@anr.msu.edu)
Responsibilities: Proctor exams, evaluation and grading of written assignments, and grading of objective sections and exams.
APPLICATION

Print this application, complete it and turn in as a hard copy with the requested material attached.

Applications for the FSHN Instructional Opportunities 2014-15 are available on the FSHN web site: http://www.fshn.msu.edu/forms. Completed applications are due Friday, April 25, 2014 in Room 106 Trout FSHN Bldg. Please contact the instructor or Lainie Buckles (bucklesl@msu.edu), phone 517-355-8474 x 182 if you have any questions.

Please provide:

Name: _______________________________ PID: ________________

Major: _______________________________ Level: ________________

Email: _______________________________ GPA: ________________

Phone: ________________________________

Current mailing address: ________________________________

Local address (if different): ________________________________

List the course(s) and semester you wish to assist. Be sure your class schedule next year is compatible with your choice of courses to assist. See list of available courses above:

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<tr>
<th>Taken Course</th>
<th>Grade Received</th>
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<td>Yes ☐ No ☐</td>
<td>________________</td>
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Additional Material Requested:

- Copy of your anticipated 2014-15 course schedule
- Statement of your qualifications to serve as a department aide for the course(s) you identified (for example, courses taken that relate to the course(s) selected, previous informal and formal teaching experiences, a time schedule fully compatible with the expectation of a department aide, and leadership positions)
- Resume of your professional activities