

# *the* Houston Museum of natural science

December 18, 2015

Dear Pre-service Teacher,

Thank you for your interest in the Houston Museum of Natural Science pre-service teaching program. Successful applicants will work in the Museum's *Xplorations* summer camp program and/or in the Scout program; interacting with children, organizing classroom materials and projects, and generally assisting our teachers and gaining classroom experience. In addition to this teaching assistant role, pre-service teachers may have the opportunity to perform the role of a lead teacher as needed. Qualified applicants will have completed an undergraduate degree by May 2016 with classroom experience. Pre-service teachers will be paid \$13.00 per hour. Please note that there are a limited number of positions available.

Applicants should have an interest in teaching and in education, science, natural history and related fields. Additionally, they should communicate well with children and adults, demonstrate initiative, and have a positive attitude. Previous participation as a Houston Museum of Natural Science volunteer is an advantage.

To apply, please complete all enclosed forms. In addition, we ask for two (2) letters of recommendation from teachers or supervisors who have worked with you before. These letters of recommendation must not be from a relative or from an HMNS employee. Use the checklist on the following page to ensure you have completed all steps of the application process.

**Applications will be accepted until March 18, 2016.** After all materials are received, you may be asked to interview at the Museum. You will be notified via email by April 20, 2016 of whether or not you have been accepted. Please note that if you are invited to work at the Museum as a pre-service teacher, there will be a mandatory TA training and orientation session on Saturday, May 21, 2016 AND a mandatory teacher training (to be determined).

Matti Hammett will be handling the paperwork for Pre-service Teachers. If you have any questions or need any assistance with the information in this packet please contact her via email at [mhammett@hmns.org](mailto:mhammett@hmns.org)

Sincerely,

Carolyn Leap  
Teaching Assistant Coordinator  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

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## **2016 Pre-Service Teacher Application Checklist**

This checklist will help ensure you have done everything necessary to apply for the 2016 *Xplorations* Pre-service Teaching program. Please contact Matti Hammett with any questions at [mhammett@hmns.org](mailto:mhammett@hmns.org).

- Please keep this page and the cover letter for your reference.** Read the preceding letter thoroughly before you begin your paperwork. You are responsible for all the information it contains.
- Print and complete all following forms:**
  - New Applicant Information
  - Applicant Availability Form
  - Interview Availability Form
- Get two letters of recommendation** from teachers or supervisors who have worked with you before. These letters may not be from HMNS employees. Letters should be sealed and signed by the recommender and included in your complete application packet or received separately by March 18, 2016.
- Include a current resume** highlighting your classroom experience with your completed application.
- Return all completed forms listed above to Matti Hammett**

### **Electronic delivery**

*In this case letters of recommendation may arrive separately via mail or delivery.*

Applications may be completed, scanned, and saved in PDF format with your name in the file title. PDF applications may be emailed to [mhammett@hmns.org](mailto:mhammett@hmns.org), the subject of the email should be “Pre-Service Teacher: *your name*” When your file is received you will receive a confirmation email from [mhammett@hmns.org](mailto:mhammett@hmns.org), if you have not received a confirmation email within three days please email to confirm receipt. No phone calls please.

### **Mail**

Matti Hammett—Education Department  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

### **Delivery to HMNS**

Complete application packets may be delivered to the HMNS Museum Services desk at 5555 Hermann Park Drive. Applications should be clearly marked Attn: Matti Hammett

**ALL MATERIALS MUST BE RECEIVED BY MARCH 18, 2016.**

**Keep this page and the preceding letter for your reference.  
Put the May 21st orientation session on your calendar.  
If accepted into the program, attendance is mandatory.**

Applicant Name: \_\_\_\_\_

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## **2016 Pre-Service Teacher Applicant Information**

Full Name: \_\_\_\_\_  
Last First Middle Initial

Email Address: \_\_\_\_\_

Applicants who are invited to interview for this position will be contacted via email.  
Please be certain that the email address provided here is checked daily.

Current College/University: \_\_\_\_\_

Major : \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Circle Status: Full time Part Time

Please include a current resume including details about your classroom experience.

Applicant Name:

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## **2016 Pre-Service Teacher Applicant Availability Form**

**Please note:** This form is not a guarantee of employment, or of a particular schedule. Do not commit to any weeks you would not be able to honor completely. You must be able to work full work days (no dentist appointments, etc.) on all days of all weeks you select below! Preservice Teachers work Monday 8:30am-3:30pm and Tuesday – Friday, 9:00 am – 3:30 pm, unless otherwise specified.

**I am available to work the following weeks (please check all that apply):**

	<b>Main HMNS Location</b> 5555 Hermann Park Drive Houston, TX 77030		<b>HMNS at Sugar Land Location</b> 13016 University Blvd. Sugar Land, TX 77479	
<b>Week Number and Dates:</b>	<i>Xplorations Camps</i>	<b>Scout Camps</b>	<i>Xplorations Camps</i>	<b>Scout Camps</b>
<b>Week One*: May 31-June 3 (Monday-Thursday only)</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<i>No Scout camps</i>
<b>Week Two*: June 6-10</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
<b>Week Three: June 13-17</b>	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
<b>Week Four: June 20-24</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
<b>Week Five: June 27-July 1</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>
<b>Week Six: July 5-8 (Monday-Thursday only)</b>	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
<b>Week Seven: July 11-15</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
<b>Week Eight: July 18-22</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>
<b>Week Nine: July 25-29</b>	<i>No Xplorations camps</i>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No Scout camps</i>
<b>Week Ten*: August 1-5</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<i>No Xplorations camps</i>	<input type="checkbox"/>
<b>Week Eleven*: August 8-12</b>	<input type="checkbox"/>	<i>No Scout camps</i>	<input type="checkbox"/>	<i>No Scout camps</i>

**I am also available to work in (check any that apply):**

Before-Camp (from 7:45 am)

After-Camp (until 5:30 pm)

Applicant Name: \_\_\_\_\_

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## **2016 Pre-Service Teacher Interview Availability Form**

You may be asked to interview at the Museum. Interviews will be very brief (approximately ten minutes). Please select the dates and times when you are most likely to be available for an interview if selected. **Interview times will be confirmed via email, please be sure you have provided us with an email address that you check frequently.**

Date	Available interview times		Additional notes about availability (e.g. "I'm not available until 10:45am on this date")
Wed, March 2		<input type="checkbox"/> 1-5pm	
Thurs, March 3		<input type="checkbox"/> 1-5pm	
Mon, March 7		<input type="checkbox"/> 1-5pm	
Wed, March 9	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Tuesday, March 15	<input type="checkbox"/> 9am-11am		
Tues., March 22	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Wed., March 23	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Fri., March 25	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Thurs., March 31	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Saturday, April 2	<input type="checkbox"/> 9am-12pm	<input type="checkbox"/> 1-5pm	
Tues., April 5		<input type="checkbox"/> 1-5pm	
Friday, April 8		<input type="checkbox"/> 1-5pm	
Mon, April 11		<input type="checkbox"/> 1-5 pm	

Check here if you attend school out of town and must interview by phone.