

# Utah Prison Education Project

## Volunteer Information, Spring 2022

UPEP provides the opportunity to engage in a leading college-in-prison program in the Mountain West, with the goal of social transformation through on-site higher education, empirical research, and advocacy. We are always seeking committed and critically engaged volunteers to support and grow the program. Join us!

**We are accepting applications for those interested in volunteering with UPEP in Spring 2022. Applications are due by October 15<sup>th</sup>.**

Volunteers at the prison:

- A. [Undergraduate and Graduate Teaching Assistants](#)
- B. [Instructors for non-credit-bearing classes](#)
- C. [Reading Group Facilitator](#)
- D. [Study Hall/Resource room hours](#)

Volunteering at the University of Utah campus:

- A. [Undergraduate internships](#)

### **Undergraduate and Graduate Teaching Assistants**

Teaching Assistants (TAs) are students who work in the prison on a weekly basis to supplement UPEP courses and provide academic support. Academic support entails assisting incarcerated students with their homework, critical thinking, as well as stimulating and constructive conversations related to course content, and introducing students to academic research and resources related to their interests and class assignments.

**The following qualifications are highly valued in UPEP TAs:**

- Previous experience tutoring and knowledge of the content area
- Ability to read along with the class and understand/fully explain assignments for students
- Ability to create an environment that will facilitate the exchange of ideas and reflections through dialogue.
- Not hold any ill feeling or biases towards people with incarceration histories. A willingness to engage in critical approaches towards crime and punishment.

- Ability to promote the analytical skills of students through critical thinking, structured discussions, academic readings, and other pedagogical activities.
- Willingness to participate in UPEP Volunteer Workshops held during the semester

**To apply, submit the following to [upep@utah.edu](mailto:upep@utah.edu):**

1. Cover letter addressing the following prompt questions (2-3 pages):
  - What is your interest/motivation in becoming a UPEP volunteer?
  - What do you look forward to as a UPEP volunteer? What are your expectations?
  - How do you think you would contribute to UPEP’s mission?
2. Resume or CV

**In addition to class-related responsibilities, all TAs must complete the following:**

- Attend UPEP orientation
- Attend 2 UPEP Volunteer Workshops per semester
- Attend monthly TA meetings
- Meet Utah Department of Corrections requirements for becoming a volunteer, including a required badge training.

This is an unpaid position. Driving or carpooling is required.

## **Instructors for non-credit-bearing classes**

The following qualifications are highly valued for UPEP instructors:

- Previous teaching experience and knowledgeable in the content area
- Ability to create an environment that will facilitate the exchange of ideas and reflections through dialogue.
- No ill feeling or biases towards people with incarceration histories. A willingness to engage in critical approaches towards crime and punishment.
- Ability to promote the analytical skills of students through structured discussions, academic readings, and other pedagogical activities.

**To apply, submit the following to [upep@utah.edu](mailto:upep@utah.edu):**

1. Cover letter addressing the following prompt questions (2-3 pages):
  - What is your initial interest/motivation in teaching for UPEP?
  - What do you look forward to as a UPEP instructor? What are your expectations?
  - How do you think you would contribute to UPEP’s mission?
2. Resume or CV
3. 2-3 page course proposal with course title, description, objectives, book lists and materials costs if applicable (see an example [here](#) and use our fill-able PDF [here](#))

After materials are received, the UPEP program coordinator will contact qualified candidates to schedule an interview.

This is an unpaid position. Driving or carpooling is required.

### **Reading Group Facilitator**

Reading groups are semester-long book clubs that meet weekly with between 10 and 15 students. The reading groups are more flexible than credit-bearing programs and provide volunteers opportunities to facilitate critical thought and discussion while building community with UPEP students. Previous reading groups include "Classic Models, Contemporary Novels," "Rereading the Past," and "Political Science Fiction."

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1. Cover letter addressing the following prompt questions (2-3 pages):
  - What is your interest/motivation in becoming a UPEP volunteer?
  - What do you look forward to as a UPEP volunteer? What are your expectations?
  - How do you think you would contribute to UPEP's mission?
2. Resume or CV
3. A brief description of your Reading Group theme and books, articles, or film you would assign

### **Study Hall/Resource room hours**

Volunteers support student learning by holding weekly Study Hall/Resource Room hours. Study Hall provides students additional time to work on homework, read, or utilize computers in a quiet environment. Volunteers staff the classroom and serve as tutors during these two-hour weekly sessions. We recommend new volunteers interested in leading Resources Hours be able to commit to at least 5 sessions per semester.

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1. Cover letter addressing the following prompt questions (2-3 pages):
  - What is your interest/motivation in becoming a UPEP volunteer?
  - What do you look forward to as a UPEP volunteer? What are your expectations?
  - How do you think you would contribute to UPEP's mission?
2. Resume or CV

## **Undergraduate Internships**

UPEP provides unpaid credit-bearing and non-credit-bearing internships throughout the year for students. Internships begin at the start of each semester. Paid internships are occasionally available in collaboration with Departments and Colleges at the University. These positions are competitive and advertised when available.

All applicants should be highly motivated, dependable, and able to check email at least every 48 hours. Applicants should have a willingness to engage in critical approaches and should hold no biases toward incarcerated persons. We strongly encourage individuals directly impacted by incarceration to apply.

All Interns will report to UPEP Director Dr. Andy Eisen and work closely with the UPEP Leadership Team.

### **The following qualifications are highly valued for UPEP interns:**

- Current undergraduate or graduate student with good academic standing.
- Commit to approximately 10 hours of work per week for one semester, with 3-5 hours in the UPEP office on campus.
- Attend UPEP orientation once a semester and participate in monthly meetings throughout the semester.
- Attend 2 UPEP Volunteer Workshops per semester.
- Interest in social justice

### **To apply, submit the following to [upep@utah.edu](mailto:upep@utah.edu):**

#### **1. Cover letter addressing the following prompt questions (2-3 pages):**

- What is your interest/motivation in becoming a UPEP intern?
- What do you look forward to as a UPEP volunteer? What are your expectations?
- How do you think you would contribute to UPEP's mission? (Highlight any relevant experience)
- Please specify which internship you are applying for (see below).
- Schedule of availability (at least 10 hours per week).

#### **2. Resume or CV**

Materials due October 15 (Spring Internship), March 1 (Summer Internship) and June 1 (Fall Internship).

### **Administrative Assistant**

The Administrative Intern assists UPEP in managing its day-to-day operations outside the prison. This work may include coordinating and documenting the collection of donations, managing print correspondence with students, updating social media, and assisting in general

record keeping. This position requires weekly presence in the UPEP office on campus and consistent, timely checking of email.

### **Research Assistant**

The Research Assistant Intern assists in development and analysis of a UPEP program evaluation. The Research Assistant Intern works closely with the Director to produce a final evaluation report by the end of the semester. This position requires much independent writing and reading, which includes reading in the area of program evaluation.

### **Course Assistant**

The Course Assistant Intern assists in gathering all necessary supplemental materials for the courses offered on-site at the prison. These requests include, but are not limited to, assisting with gathering research and information for students writing papers and helping faculty in printing weekly requests. This position requires excellent communication and follow-through skills, weekly presence in the UPEP office on campus, and the ability to work with faculty to manage course-specific requests every week.

### **Media Assistant**

The Media Assistant Interns assists in managing all UPEP social media accounts and supports efforts to publish our bi-annual newsletters. This position requires great attention to detail and time management.

### **Outreach Assistant**

The Outreach Assistant is responsible for making and strengthening connections between UPEP and various campus and community organizations. This position requires advanced motivation, ability for independent work, and excellent public speaking skills. The OA assists the Project in recruiting volunteers, educating audiences about UPEP, coordinating events, and making informational presentations.

### **Development Assistant**

The Development Assistant works with the Leadership Team in the areas of fundraising, budget, and grant writing. Specific tasks consist of identifying grant opportunities, drafting applications, and tracking data that may be crucial for applications to future funding opportunities. This position requires experience in grant writing and is likely best suited for someone working on a master's degree.

### **Student Advisory Liaison Assistant**

This position requires weekly attendance at the Utah State Correctional Facility. The primary purpose of this internship is to support the UPEP Student Advisory Group inside the prison as they work to improve UPEP programming, communication, and organization on the inside. Advanced undergraduate students and graduate students are invited to apply for this position. Experience with university student government preferred.