



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Course Fully Developed by Instructor (with Masters/PhD Supervisor Approval)
DEEP Course Instructor

Hiring Department: Engineering Outreach Office, Faculty of Applied Science & Engineering

Course ID: TBD

Campus: St George Campus

Rate of Pay: SGS I/II - \$46.24/hour (+4% vacation pay)

Course Enrollment: 25 high school students

Date of Employment: April 2020 - August 2020

TA Support (est.): Volunteers (counsellors) act as TAs for the course

Class Schedule
Monday 9:00am-12:00pm, 1:00pm-3:30pm
Tuesday-Friday 9:30am-12:00pm, 1:00pm-3:30pm

Posting Date: January 21, 2020

Closing Date: February 10, 2020

Position Description:

To provide high school students with a unique and challenging learning experience during the program, it is preferred that all DEEP instructors are currently in pursuit of either a Masters or PhD degree at the University of Toronto and have previous teaching experience. Instructors generally come from the Faculty of Applied Science & Engineering at the University of Toronto; however, previous instructors have also come from other professional faculties including the Faculty of Pharmacy and the Faculty of Medicine, and other universities. Instructors of this calibre serve as an inspiration for high school students while providing them with a taste of the university experience. The Engineering Outreach Office also welcomes applications from recent alumni.

- All instructors must attend training. A workshop on focussing on appropriate learning activities for high school students will be held in early March. One training day (7 hours) is tentatively scheduled for April 13, 2020. The second training day (7 hours) will take place in early-mid June. Full details will be shared with successful candidates.
- The instructor will create 25 hours of course content based on the proposal submitted with this application. The instructor acknowledges that the content of the course will conform to the description of the course on the Engineering Outreach Office website and any other publications.
- Instructor-created activities must be approved by the Outreach Coordinator and the department's Safety Officer. Forms (including detailed materials/equipment list) must be completed by the deadline (TBD) for all instructor-created activities. (17 hours of preparation time are allocated for the creation of these activities.)
- The instructor will be present in class at all times and will facilitate the entire course. This includes arriving at 8:00am on the first day of the course and 8:30am for all other days. At the end of the day, instructors are dismissed after a daily debrief (4:00pm).
- The instructor is responsible for conducting lessons, facilitating class discussion and/or debate, conducting/demonstrating laboratory and design activities, and providing in-class assistance to the participants. Additionally, the instructor will lead any applicable course field trips. The instructor is responsible for setting-up lab equipment and audiovisual equipment as required for their course.



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- The instructor is required to meet with the course counsellors (2 hours) prior to the specified date set by the Outreach Coordinator, and remain in close communication with the staff until the delivery of the course.
- The instructor is required to meet with Academic Team Leader and/or Outreach Coordinator at least twice (1 hour each) to review course development progress.
- Each instructor is required to meet with an Academic Team Leader and Materials Team (2 hours) at least once in May or June to review course logistics, materials, and facilities.

Qualifications:

- MSc or PhD candidate preferred, ideally in the Faculty of Applied Science & Engineering.
- Applicants should have a strong record of teaching, particularly using engaging teaching methods.
- Applicants must be able to demonstrate considerable depth of knowledge and experience in the subject area.
- The applicant must be able to speak to a group (25 students) in a clear voice, and explain concepts clearly.

Other:

- If an offer of employment is extended, it will be conditional upon the submission of a police records check clearance letter AND proof of completion of mandatory online U of T training (AODA, WHMIS, Basic Health and Safety Awareness Training).
- There are no marking or evaluation assignments/duties in DEEP; however, the instructor may choose to produce problem sets, non-marked mini-assignments, or reading for the class depending upon the nature of the particular course.
- Instructors are required to be part of the opening (9:00am-9:30am on the first day) and closing (3:00pm-3:30pm on the last day) ceremonies as directed by the Program Coordinator.
- Instructors are required to comply with any safety procedures outlined in training.
- Instructors are expected to communicate any and all concerns and incidents to the Program Coordinator immediately. Documentation related to any incidents will be promptly completed by instructors.
- Instructors are required to complete all course feedback forms in a timely fashion and submit them to the Program Coordinator at the completion of each course.
- Instructors are encouraged to offer support and guidance, and demonstrate leadership to all program participants being mindful that they are representing the Faculty of Applied Science & Engineering and the University of Toronto.

How to Apply:

Applicants are required to fill out the [proposal submission form](#). A course proposal, cover letter, and resume/CV must be uploaded within the application form. Short link to application form:

<https://forms.gle/8dTgdPfuLGPcDC7V6>