



UNIVERSITY OF TORONTO

FACULTY OF APPLIED SCIENCE & ENGINEERING

General Engineering

ENG UP Course Instructor

Hiring Department: Engineering Outreach Office, Faculty of Applied Science & Engineering
Course ID: ENG UP
Campus: St George Campus
Rate of Pay: SGS I/II - \$46.24/hour (+4% vacation pay)
Course Enrollment: 20 high school students
Date of Employment: April 2020 - August 2020
TA Support (est.): Volunteers (counsellors) act as TAs for the course
Class Schedule Monday-Friday 10:00am-1:00pm; June 29-July 24 and/or July 26-August 21

Posting Date: January 21, 2020

Closing Date: February 10, 2020

Position Description:

English Language Learners will be immersed in an English language environment at Canada's top university, and learn about, analyze, and discuss a range of concepts related to Engineering. The course will culminate with an independent research paper and academic presentation. The course will cover a broad range of engineering topics and areas. The morning course is complemented by an afternoon language course delivered by [New College's Pre-University Program](#).

The Engineering University Preparation is a summer program that is designed for international high school students with an interest in engineering and a strong command of English. In partnership with the Faculty of Applied Science & Engineering, this program challenges students in engineering topics from biomedical studies to robotics to artificial intelligence through individual and group work, modelled after typical university assignments.

- 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. Additional training related to English Language Learners and the logistics of [New College's Pre-University Program](#) will also be provided.
- The instructor will create 60 hours of course content. The instructor acknowledges that the content of the course will conform to the description of the course on the Engineering Outreach Office website, New College's Pre-University Program, 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. (40 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 9:00am on the first day of the course and 9:30am for all other days. At the end of the day, instructors are dismissed after a daily debrief (1:30pm).



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- 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.
- 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.
- Additional meetings with New College's Pre-University Program may also be required.

Qualifications:

- MAsc 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 ENG UP; 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 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, New College, 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>



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The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

The University of Toronto invites all qualified applicants to make application.

Preference in hiring shall be given to Graduate Students enrolled in the School of Graduate Studies of the University of Toronto or those who have made application to be enrolled in the School of Graduate Studies of the University of Toronto.

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.

Duties of this position shall be performed at the campus on which the position is located. Where the duties are intended to be performed at another location, such other location will be specified in the posting.