

# DEEP Summer Academy 2025

## Request for Proposals - Instructions

**Deadline:** 12:00 PM on March 2, 2025

**Submission Form:** <https://forms.office.com/r/SktDSFuSUB>

**Primary Contact:**

Claire Heymans

Outreach Coordinator, DEEP and High School programs

University of Toronto

T: 416-946-7029

W: [outreach.engineering.utoronto.ca](mailto:outreach.engineering.utoronto.ca)

## Description of Role

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 proposal submissions from recent alumni.

### Details

Campus: St George Campus

Salary: SGS I/II - \$52.97/hour

Course Enrollment: up to 24 students per course

Number of Positions: up to 8 positions available

### Please note the following:

- If an offer of employment is extended, it will be conditional upon the submission of a police records check clearance letter and proof of WHMIS certification.
- With very few exceptions, the Engineering Outreach Office will not be accepting course proposals from instructors who wish to co-teach a course. If you wish to co-teach a course, your cover letters must clearly state what each applicant brings to the table and how co-instructing would be beneficial for the students in your class. Please note that courses with two instructors will have an increased capacity of up to 40 participants.
- 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 course.

## Expectations

### Training

All instructors must attend training. One training day will take place in early March; covering program structure, curriculum development, and safety standards. The second training day will take place in June; covering classroom management, safety protocols, student issues and approaches to teaching and learning. Full details will be shared with successful candidates.

### Preparation

The instructor is responsible for course preparation, including the preparation of and modification to the course outline, lesson plans and lecture notes/handouts, and field trips for each course as necessary. Successful applicants will receive all the required documents and forms to collect course information. These materials and equipment requests, as well as lessons and activity plans, must be submitted to the Program Coordinator by the specified dates, which occur prior to start of the course. It is the responsibility of the instructor to adjust any activities that are not approved by the department's safety officer. The instructor is responsible for preparing audiovisual items to be used in class and will also set up any audiovisual equipment required (such as laptops and projectors). Lastly, the instructor is required to meet with the course counsellors prior to the specified date set by the Program Coordinator and remain in close communication with the counsellors until the conclusion of the course.

The instructor is responsible for conceptualizing, designing, and preparing any hands-on activities and experiments to be conducted in the course; this includes demos, prototypes, etc. The instructor is also responsible for finding any guest speakers, tours, etc. (Maximum 1 guest speaker per day.) Finally, the instructor should seek assistance from the Program Coordinator, as needed, in developing curriculum and hands-on activities. The instructor acknowledges that the content of the course will conform to the description of the course on the Outreach website and any other publications.

### Contact

The instructor (both, if team teaching) will be present in class at all times and will facilitate the entire course. The instructor is responsible for conducting lessons, facilitating class discussion and/or debate, conducting/demonstrating laboratory procedure and design activities, and providing in-class assistance to the participants. Additionally, the instructor will lead any applicable course field trips. Finally, the instructor will mentor and engage course counsellors in meaningful tasks throughout the program.

## Other

- Each instructor is required to meet with an Academic Team Leader at least once in May or June to go over logistics specific to their course(s).
- Instructors are required to be part of the opening and closing ceremonies as directed by the Program Coordinator.
- Instructors are required to comply with any safety procedures outlined in training.
- Instructors are expected to communicate 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.
- Instructors may be asked to engage in digital or social media activities, including but not limited to, taking photos, posting videos, creating content for channels such as Facebook, Instagram, and Twitter, etc.

## Principal Investigator/Graduate Studies Supervisor

**IMPORTANT!** To ensure that DEEP courses meet the University of Toronto's high standards for research and academic excellence, your Principal Investigator/Graduate Studies Supervisor will be asked to approve your final course plan (due on May 5, 2025). The Engineering Outreach Office reviews your course plans primarily for the participant experience and safety. Your Principal Investigator/Graduate Studies Supervisor will be asked to review your course plans through the lens of research and rigor. As a DEEP Instructor, you represent, not only, the Faculty of Applied Science & Engineering, but your research group.

Please discuss your course proposal with their Principal Investigator/Graduate Studies Supervisor before submitting it, and to inform them that you will be out of the lab or office during business hours while teaching.

## Dates to Remember

- March 2, 2025: Requests for proposals close
- March 3, 2025: Interviews start for selected applicants
- March 10, 2025: Tentative offers begin to be extended
- March 19, 2025: Course Schedules confirmed

## Course Preparation:

- April 2025: Instructor Training (full day)\*
- May 5, 2025: All final course documents due
- June 2025: Counsellor Meet&Greet
- June 2025: One-on-one meetings (with Academic Team Leaders and Materials Team)
- June 2025: Meeting(s) with course counsellors

\* Attendance at instructor training is required. Successful applicants will be advised of the date when it is finalized.

## Application Guide

Before you fill out the [Submission Form](#), you should gather all the required documents and information. This guide provides detailed instruction for each section of the form.

Submission Form: <https://forms.office.com/r/SktDSFuSUB>

### Part I: Application Information

Please enter your information (legal name, permanent address) as it should appear on your Offer of Employment.

#### Employment Information

DEEP Summer Academy is scheduled for July 7 – August 1, 2025. Each course is one week long. Availability of instructors will be confirmed prior to scheduling.

### Part II: Cover Letter, Résumé/Curriculum vitae

Please combine your résumé/CV and cover letter in one PDF file. Ensure that your name appears on every page of the document.

Your cover letter should include:

- any relevant employment experience such as practical teaching and/or industry experience,
- why you are applying for this position and how you hope to inspire the next generation of students,
- (returning instructors only) what you learned from your most recent DEEP experience and explain how it has informed your proposal for 2025,
- (returning instructors only) why you want to come back for another year and teach DEEP again.

Two references will be requested if you are selected for an interview. Ideally, these references should be able to speak to your ability to convey complex information in an instructional setting and your ability to showcase your research while making it relevant to youth.

### Part III: Course Proposal

Instructors will develop and offer courses that are intellectually challenging, engaging and serve to encourage interest in the various Engineering disciplines offered by the Faculty of Applied Science & Engineering at the University of Toronto. DEEP courses focus on showcasing

innovative research that is currently being conducted at the U of T and demonstrating how it is being applied to solve real world problems.

Using the [Course Proposal Template](#) provided, upload your own proposal for 5 days of educational programming for each course you would like considered. Save the file as a single PDF file for upload.

1. Be sure to include the course title, grade level, engineering discipline, and description for the course(s) you are submitting. The 5-day course outline template includes sections for you to provide details about the types of hands-on activities you plan to facilitate, the materials you require, etc. If your course proposal is accepted, you will be asked for additional information regarding the specifics of what you require to effectively deliver your course(s)— materials, A.V. equipment, technology requirements, etc.
2. Every DEEP course is assigned 2 to 3 undergraduate counsellors, depending on course need. Please indicate in your proposal how you will engage these counsellors while teaching at DEEP. The goal of our office is to provide both an enriching experience for both the students attending DEEP, and all those working and teaching in the DEEP classrooms.
3. In your course proposal, be sure to indicate how you might integrate or showcase either your own research or a research project (past or present) from another researcher at the University of Toronto into your course. Also, please explain how the content you cover each day is being applied/may be applied to solve real world problems.

### Principal Investigator/Graduate Studies Supervisor

**IMPORTANT!** Please provide contact information for your Principal Investigator/Graduate Studies Supervisor. They will receive a copy of your proposal after the submission deadline.