

Position Description:**Enrichment Mini-courses Program (EMCP) Course Instructor**

Position Title: EMCP Course Instructor

Department: Undergraduate Recruitment Office

Previously offered through CUOL

Term of Position: March 2020 Training

May 3rd, 2020 – May 8th, 2020

This position overlaps with the Summer school Schedule and will require work on Sunday, May 3 for EMCP Orientation.

If you are selected to teach a course, please note that this position is pending depending on the number of students who register in your course. The EMCP Committee has the right to cancel courses due to low enrolment numbers.

Remuneration: Course Instructors will be paid \$1250 for the week and will be reimbursed for up to \$125 for class expenses.

The Enrichment Mini-Course Program (EMCP) is offered every year during the month of May. During that time, participating post-secondary institutions offer approximately 125 mini-courses, drawing nearly 3000 students from grades 8 to 11 in Ontario, and secondary levels II to V in Quebec.

Mini-courses are offered in a variety of disciplines and topics. The courses are highly interactive; they combine brief presentations, practical exercises, laboratory exercises, group discussions and field expeditions.

POSITION SUMMARY:

Course Instructors should be faculty, or current graduate students. Course instructors will work in cooperation with the Manager of High School Outreach and the EMCP coordinator to provide a weeklong learning experience for (up to) 24 students in grade 8-11.

Course Instructors are responsible for developing an engaging course in a topic of their choice. These courses should include a mixture of short lectures and experiential learning activities. Instructors are required to be present for the entire week of EMCP. The weeklong course begins Monday morning May 4, 2020 and ends Friday afternoon, May 8, 2020. The daily schedule starts at 9:00 am and ends at 3:00 pm with a one-hour lunch break. Instructors are not responsible for supervising the students during the lunch break.

CORE RESPONSIBILITIES:

- Act as an ambassador for Carleton University and the Undergraduate Recruitment Office
- Promote and support students in developing their academic interest in attending post-secondary
- Teach and facilitate an engaging learning experience for students during the week of EMCP
- Attend and participate in the EMCP Instructor Orientation (date to be confirmed)
- Attend EMCP Orientation and facilitate a course orientation on Sunday, May 3, 2020
- Support and enforce policies and safety guidelines set by EMCP and Carleton University
- Submit attendance records for the course, twice daily, using the main EMCP website

REQUIREMENTS:

- Faculty or current Graduate Student at Carleton University
- Excellent communication and interpersonal skills
- Obtain a valid and clear Police Records Check (PRC) - vulnerable sector before April 31, 2020
- Be available for Sunday, May 3, 2020 and the week of May 4-8, 2020

APPLICATION:

Interested candidates should apply via the EMCP website (www.carleton.ca/emcp) under the “Apply to teach an EMCP course” section.

Please note that a faculty advisor is required for graduate students who are interested in teaching a mini-course. Graduate student should have their advisor review their proposal prior to submission. Graduate students must include the contact information for their faculty advisor in their application.

Applications are due by November 15, 2019. Please contact emcp@carleton.ca if you have any questions regarding the application or selection process.