

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

**Position Title:** Mini-Courses Program (MCP) Course Instructor

**Department:** Undergraduate Recruitment Office

**Term of Position:** Instructor Training: Tuesday, March 19, 2024

Orientation Day: Sunday, April 28, 2024

Course week: April 29, 2024 – May 3, 2024

*This position overlaps with the summer school schedule*

*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 MCP Committee has the right to cancel courses due to low enrolment numbers.*

**Remuneration:** Course Instructors will be compensated a total of \$1,250 and will be reimbursed up to \$125 per course for in-class expenses. Both compensation and reimbursement are issued as a one payment upon completion of course delivery.

*\*Note: If you are co-instructing a course the \$1250 compensation payment will be split between instructors*

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The Mini-Course Program (MCP) is offered every year during the month of May. During that time, participating post-secondary institutions offer approximately 125 minicourses, 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, staff or current graduate students. Course instructors will work in cooperation with the Manager of High School Outreach and the MCP coordinator to provide a weeklong learning experience for (up to) 15-30 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 MCP. The week-long course begins Monday morning April 29, 2024 and ends Friday afternoon, May 3, 2024. The daily schedule starts at 9:00 a.m. and ends at 3:00 p.m. 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 your program of study
- 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 MCP
- Attend and participate in the MCP Instructor Virtual Training Tuesday, March 19, 2024 10:00 a.m. – 12:00 p.m.
- Attend MCP Orientation and facilitate a course orientation on Sunday, April 28, 2024
- Support and enforce policies and safety guidelines set by MCP and Carleton University
- Submit attendance records for the course, twice daily, using the main MCP website

REQUIREMENTS:

- Faculty, staff 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 8, 2024 (more details about this process will be communicated)
- Be available for Sunday, April 28, 2024 and the week of April 29 - May 3, 2024