

# CHICAGO STATE UNIVERSITY

## *Pre-Freshman Program in Engineering and Science Engineering Project Instructor Job Description*

The Office of Engineering Studies at Chicago State University is pleased to announce the 2011 Pre-Freshman Program in Engineering and Science. The program is designed to make students aware, at an early age, of the professional opportunities in engineering and to convince students to take more math and science as a part of their academic course load.

The five-week summer program will consist of educational, motivational, and recreational activities designed specifically to stimulate interest in math/science that will insure success in an engineering curriculum.

### ***Job Responsibilities:***

- Responsible for academic instruction of 9<sup>th</sup> through 12<sup>th</sup> grade program participants in the engineering project. Diabetes is the topic for the 2011 PREP Engineering Project. The instructor will oversee students in creating a diabetic/healthy choice cookie. Students will take their cookies through the scientific process. The instructor will assist the students in conducting research on diabetes. The instructor will also help the students develop their hypotheses, procedures, data, graphs, and analyze their data. The instructor will oversee students in creating a PowerPoint and posterboard display.
- The teacher will be required to take attendance each and everyday of the program.
- The teacher must prepare lesson plans and present them to the office before the start of the program. A class syllabus must be provided outlining course expectations and grading guidelines and given to the students the first day of class.
- The teacher will meet with each class three times a week. (Monday, Wednesday and Friday unless otherwise instructed.)
- The teacher must be present and on time each and everyday of the program. (The instructor's day will begin at 7:45 a.m.)
- All teachers are required to chaperone planned field trips.
- The teacher must attend the orientation and awards ceremony.
- The teacher must present academic awards at the awards ceremony.
- The teacher must attend 3 meetings throughout the course of the summer program to discuss program issues and concerns. (Meetings are typically held at 7:30 a.m. or 12:30 p.m.)

### ***Program Dates:***

The 2011 Pre-Freshman Program in Engineering and Science will begin on Monday, June 27, 2011 and end on Friday, July 29, 2011. Hours of program operation are 7:45 a.m. – 1:00 p.m.

***Salary:*** Commensurate with level of skills and expertise.

### **Please send resume and cover letter to:**

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Harold Washington Hall – Room 129  
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Chicago, IL 60628-1598  
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