

## What MITES Instructor Candidates Should Know

Every summer the Minority Introduction to Engineering and Science (MITES) Program attracts some of the top students in the nation. Each year MITES alumni are accepted to the top colleges and universities and 50-70% these students will choose to matriculate at MIT. Therefore we are looking for highly qualified, enthusiastic, and talented staff to teach these extremely motivated students college-level courses in Physics, Calculus, Biology, Chemistry, Biochemistry, Humanities, Electronics, Mechanical Engineering, and Computer Science:

### RESPONSIBILITIES OF INSTRUCTORS

During the program MITES instructors will serve as teachers, role models, and in some cases, counselors:

#### In-Class Responsibilities

- Attend class prepared with lessons and materials appropriate for active learning for the students, and make arrangements with your TA, if an absence is unavoidable. The MITES Director must also be notified in advance about any absences.
- Create an open and positive learning environment that encourages students to ask questions and be an active participant.
- Connect with the students and allow them to feel comfortable with the learning environment.
- Assign weekly problem sets, create solution sets, and prepare class materials and assessments.
- Provide your TA relevant class materials in time to be prepared for class and give them the necessary materials to guide students during study periods and office hours.

#### Out-of-Class Responsibilities

- Be available for students to ask questions about problem sets, exams, and course concepts.
- Use effective forms of communication (via office hours, email or phone) to discuss individual academic problems that students might be facing with the course material.
- Provide students with emotional support and encouragement.
- Attend staff trainings, regular staff meetings, and MITES special events with the Director.
- Complete mid-term reports, final evaluations, and final survey on time.
- Submit all course materials by the end of the MITES Program.

### LOGISTICS FOR INSTRUCTORS

Program Dates: June 15, 2012 - July 27, 2012

Students Arrive: Friday, June 15, 2012

**Instructor Responsibilities Begin: Wednesday, June 13, 2012**

Instructors must be available before the students arrive for orientation meetings with MITES Director and teaching assistants.

#### Class Support

- Most classes will have one or two undergraduate teaching assistants. The exact number will be determined before the beginning of each course.
- The number of students in each course varies greatly with the average class size being 20-25 students.

#### Other Opportunities

- In addition to compensation for instruction, instructors have the option of dining with students at the MIT dining facilities during breakfast and dinner.
- Instructors may also have other jobs, classes, or responsibilities during the program as long as they do not take away from their MITES duties.

### IMPORTANT FINAL NOTE

This job requires true commitment to the students, but it is also lots of fun and a rewarding experience!

