Student Program for Innovation in Science and Engineering (SPISE)
2018 Instructor Application Form

Program Dates: Saturday July 14 – Sunday August 12, 2018 **Application Deadline (e-mail): March 31, 2018**

INSTRUCTIONS

1. Please first review "What SPISE Instructor Candidates Should Know" (pages 3 - 4 of this document)
2. The application is provided in WORD format. Please complete the form electronically only.
3. Attach your resume
4. Attach your university transcript(s) if you do not have an earned Ph.D.
5. E-mail your application and materials to csfhdq@gmail.com with the subject line "SPISE 2018 Instructor Application- your name".

Names:	Citizenship:	E-mail:
Address:	City, Postal Code:	Skype Name:
Phone:	Date of Birth (dd/mm/yy):	Gender: ☐ Male ☐ Female
I am currently a: ☐ Professor ☐ Lecturer ☐ Post Grad. Student ☐ High School Teacher ☐ Other (Please specify)		
Undergraduate University/College (years attended):	Major: Minor (if applicable):	
Graduate University/College (years attended):	Degree: Major:	
Current Employer:	Employer Address:	Employer Phone:

Please indicate the courses you are interested in teaching. Rank preferences, with "1" being the highest. Do not number a course if you do not want to teach that course.

Course	Rank	Comments
Biochemistry		
Calculus I		
Calculus II		
Electronics		
Renewable Energy		
Entrepreneurship		
Robotics		
Humanities (One-Caribbean Concept)		
Mandarin		
Physics I (Mechanics)		
Physics II (Electricity and Magnetism)		
Computer Programming		

TEACHING EXPERIENCE

Have you ever taught before? If so, please elaborate:

In the Table below, please list university or high school courses you have taught which are relevant to the course(s) you would like to teach (use course names instead of numbers):

Name of University/School	Course	Student Level	Your Role	Term/Year

OTHER JOBS HELD (most recent position first)

Dates Employed From:	Company:	Title:
Dates Employed From:	Company:	Title:
Dates Employed From:	Company:	Title:

REFERENCES

Name:	Phone #: e-mail:	Relationship/Association:
Name:	Phone #: e-mail:	Relationship/Association:

EMERGENCY CONTACT INFO

Name:	Relationship:
Daytime Phone #: E-mail:	Cell Phone #: Address:

By providing my signature below, I accept the following statements:

- I have read "What Instructor Candidates Should Know"
- I recognize that all SPISE staff members are subject to background checks.

Applicant Signature: _____ Date: _____

What SPISE Instructor Candidates Should Know

This summer, the Student Program for Innovation in Science and Engineering (SPISE) Program will attract some of the top STEM students in the Region. Therefore, we are looking for highly qualified, enthusiastic, and talented staff to teach these extremely motivated students university-level courses in several of the following subjects: calculus, physics, biochemistry, electronics, robotics, entrepreneurship, humanities, Mandarin and computer programming. SPISE instructors will serve as teachers, role models, and counselors. SPISE is not intended to be just another ordinary high school experience. That would be a waste of sponsor funding, and our time and energy. Rather, each student must be challenged outside their comfort zone, and will be exposed to subjects, presentation opportunities, and career seminars that they would not normally have encountered. Our goal is to provide key experiences for them that will help as they plan for and look towards life beyond secondary school. The SPISE philosophy is that the student is the customer and we (the Instructors, TAs and staff) provide the services. Below is a brief list of our expectations.

RESPONSIBILITIES OF INSTRUCTORS

In-Class Responsibilities

- Attend class prepared with lessons and materials appropriate for active learning for the students, and make arrangements with your teaching assistant (TA) if an absence is unavoidable. The SPISE Director must be notified in advance about any absences.
- Create an open and positive learning environment that encourages students to ask questions and to be an active participant.
- **Discourage rote learning, encourage critical and analytical thinking, and make sure each student gains mastery of the fundamentals. Your quizzes and exams, therefore, should be cleverly designed to test the understanding of the fundamentals, rather than regurgitation.**
- **Reward demonstration of the fundamentals. Give no credit for correct answers with the wrong reasoning.**
- **Insist that the students write their reasoning either above, after or next to their answers (line by line if appropriate)**
- **Create a safe and comfortable classroom environment where students are encouraged to ask any and all questions.**
- Assign weekly problem sets, create solution sets, and prepare class materials and assessments.
- **Prepare additional and more complex problems for students who are ahead of the pack.**
- Provide your TA with relevant class materials in time to be prepared for class, and give him/her 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 (e.g., office hours, e-mail or phone) to discuss individual academic problems that students may be facing with the course material.
- Provide students with emotional support and encouragement.
- Attend staff trainings, regular staff meetings, and SPISE special events with the Director.
- Complete final student evaluations and final survey on time.
- Submit all course materials by the end of the SPISE Program to the CSF headquarters.

LOGISTICS FOR SPISE INSTRUCTORS

Program Dates: July 14 – August 12, 2018
Students Arrive: Friday July 13 and Saturday July 14, 2018
Instructors must be available beginning Monday July 9, 2018 for orientation meetings/calls with the SPISE Directors and teaching assistants, and for diagnostic exam preparation.

Class Support

- Most classes will have one teaching assistant. The exact number will be determined before the beginning of each course.
- The number of students per class will be approximately 20, with the exception of Calculus I and II, and Physics I and II, which will have approximately 8 to 12 students each.

Instructors may also have other jobs, classes, or responsibilities during the program as long as these other responsibilities do not interfere with or compete with their SPISE responsibilities.

Other Opportunities

- In addition to compensation for instruction, instructors have the option of dining with students at the UWI dining facilities during breakfast or lunch.

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