ATTENTION: Graduate and Professional Students
Unique Teaching Opportunity with Enrichment Studies Unit (ESU)

The Enrichment Studies Unit (ESU) is seeking proposals to develop and instruct enrichment courses for gifted, above average and highly motivated upper elementary and secondary school students from across Ontario and beyond.

The bulk of our programs run throughout the month of May, but we also offer courses in April and August. We are looking for strong academic mini-courses for our Enrichment Mini-Course (EMC) program geared towards high school students (20 hours of instruction), and our Seven-Eight Enrichment Days (SEEDS) for upper elementary school students (15 hours of instruction). These programs give bright and highly motivated young people the opportunity to study a subject of their interest at an advanced level for up to one week on Queen’s campus, while experiencing life as a university student.

Please review the following details carefully then submit a proposal according to the instructions below.

Elements of a successful course proposal

- Fast-paced course design
- Broad variety of learning methods: lecture; group-work; field trips; hands-on experiments
- Faculty involvement/support
- Using Queen’s University resources – specialized labs; unique learning areas and materials
- Applied learning/ appreciative inquiry
- High quality and thoughtfully planned
- Deep study; challenging for bright/ gifted students
- Can be taught by one instructor, a pair or a small team

Expectations of the instructor

- Engage with students in an academically appropriate manner; Challenge students
- Have good teaching qualities (not necessarily advanced experience); Flexibility to adapt course as needed
- Have strong knowledge of your subject area
- Supervise students appropriate to their age/ grade
- Offer a professional relationship with students, but also be approachable; Share your university experience and answer questions about your field, careers, and university
- Work within ESU guidelines – provide a lesson plan; meet criteria; document prep time; etc.

For more details, visit our website at: http://esu.queensu.ca/instructors
As an ESU Instructor, you would be responsible for conducting your work related to the course under the direction of ESU, in a professional and sensitive manner. You will plan the curriculum, prepare course material, teach the course, supervise and evaluate assignments, and organize guest lectures. The ideal Enrichment Studies instructor has a demonstrated ability to effectively share their enthusiasm with adolescents in an educational environment.

You are also responsible for classroom management and discipline, taking attendance, contacting the ESU office for any requirements, writing incident reports for any injuries, accidents or behavioural issues, and being a good ambassador of Queen’s University and the Enrichment Studies Unit. Training is provided in April. Students who attend ESU programs often have questions about post-secondary education and Queen’s in particular, and you are encouraged to address these questions.

**What you can expect from your students**
- SEEDS (grade 7-8) students are full of energy and inquiry; They won’t accept what you teach, but will want to know “why?” or will ask you to “prove it!”
- EMC (high school) students want depth of study and unique university experiences; They are looking for quality, engagement, and knowledge
- Students come from gifted programs across the province and beyond, as well as other high academic achievers
- They learn quickly, absorb information, and are eager to apply information in real world scenarios
- They want unique experiences, and want to have fun while learning
- Bright students can include some along the autism spectrum, or some with social awkwardness who excel in a supportive academic environment
- There are about 300 to 500 students per week overall; 20-25 in your class

**What you can expect from us**
- High standards and professional relationship
- We offer customized training for this teaching opportunity
- We pay the equivalent to the Teaching-Assistant contract rate of $37.88 per hour for instructional hours and some prep time (see chart below)
- We will print/ photocopy your handouts and learning materials
- We will provide and/ or purchase materials for your course to a maximum of $100 per course

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Program dates and times, grade levels, instructional and prep time

<table>
<thead>
<tr>
<th>Program name</th>
<th>Grade level</th>
<th>Dates</th>
<th>Teaching time</th>
<th>Prep time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring SEEDS</td>
<td>Grade 7-8</td>
<td>April 7-9 (Tue-Thurs)</td>
<td>15 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>Enrichment Mini-Course (EMC)</td>
<td>Grade 9-11</td>
<td>May 4-8 (Mon-Fri)</td>
<td>20 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>SEEDS In Residence 1</td>
<td>Grade 7-8</td>
<td>May 13-15 (Wed-Fri)</td>
<td>15 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>SEEDS In Residence 2</td>
<td>Grade 7-8</td>
<td>May 20-22 (Wed-Fri)</td>
<td>15 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>SEEDS In Residence 3</td>
<td>Grade 7-8</td>
<td>May 27-29 (Wed-Fri)</td>
<td>15 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>SEEQ 1</td>
<td>Grade 8-12</td>
<td>August 10-14 (Mon-Fri)</td>
<td>20 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>SEEQ 2</td>
<td>Grade 8-12</td>
<td>August 17-21 (Mon-Fri)</td>
<td>20 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

Notes:

- For scheduling purposes, we try to offer the same slate of courses during each week of SEEDS so different cohorts of students have the same opportunity to take those courses.

- For EMC courses, you may choose to focus on a particular grade level, especially if your course requires prior knowledge or advanced familiarity with terms or concepts that will be used. Note that we generally have very few grade 12 students who attend.

- We also offer the *Summer Enrichment Experience at Queen’s* (SEEQ) in August for students in grades 8 through 12. The dates and hours are currently under review and may be revised.

Courses requested

We desire to offer a broad selection of courses from across all disciplines of university, and welcome new and exciting proposals from any discipline.

We know through experience and market research that some courses are generally desired more than others, and these include many of the natural sciences (chemistry, physics, astronomy), life sciences (medicine, microbiology), computers and technology, and business/commerce (accounting, finance, marketing, management). However, proposals will be accepted from all disciplines.

If you are interested in instructing a Law course, please contact: julie.banting@queensu.ca

If you are interest in instructing an Engineering & Applied Science course, please contact: maria.lahiffe@appsci.queensu.ca

For more details, visit our website at: http://esu.queensu.ca/instructors
Proposing a course

- It is highly recommended that you attend one of our Information Sessions. Each session will include a half-hour presentation, a chance to ask questions, and food.
  - Monday, October 7, at 12:00 Noon
  - Tuesday, October 8, at 4:00 pm
  - You must register in advance! Email: esu@queensu.ca to RSVP by October 4.

- Research ESU on our website esu.queensu.ca Find out more about the types of students we attract, what our mission and goals are, and the types of programs and courses we offer – see sample courses from previous years

- If you offered a course during our previous sessions, you are still required to submit the proposal form. It is also recommended that you review student feedback gathered through our post-program surveys, and modify your course as appropriate. You will need to contact the office at esu@queensu.ca to obtain a copy of survey results for your course from 2013.

- When you are ready, complete and submit a proposal(s). You can access the online submission forms here at esu.queensu.ca/instructor-forms/ or by clicking on the links below:
  - SEEDS Course Proposal Form
  - EMC Course Proposal Form

- The Deadline to submit a Proposal to Instruct an ESU Course is: October 31, 2014

- Once we receive all proposals, the course will be evaluated based on the following criteria:
  - Demand/ interest for the type of course
  - Enrichment / depth of study/ engagement
  - Nature of content (challenging, fast-paced, curriculum that is grade-level appropriate)
  - Variety of teaching methods, including faculty involvement
  - Meaningful outcomes reached by applied learning
  - Instructor qualifications and motivations
  - Degree of unique (Queen’s) university experiences
  - Quality of the proposal

- We will contact you to discuss the proposal and clarify any details, then offer you a “conditional” contract prior to December 15, 2014; Once registration has been completed in April 2014, we will issue a full contract if your course was successfully filled, and will advise of training dates

The deadline to submit a proposal is October 31, 2014

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