

What Instructor Candidates Should Know

In 2012, Interphase was changed to Interphase EDGE – a two-year scholar enrichment program that includes a seven-week summer session as well as programming during the academic year. The focus of the summer program is to give scholars an introduction to the MIT experience by exposing them to the rigors of a full subject load and to life on campus. In addition, the Interphase EDGE curriculum is uniquely designed to impart pivotal concepts that will increase long-term academic success. Every summer, the program begins by bringing admitted first-year students to MIT's campus. These scholars have diverse cultural backgrounds and come from various academic backgrounds representing many parts of the United States which include Guam, Puerto Rico and the Virgin Islands. We are looking for highly qualified, enthusiastic, and talented staff to teach them how to successfully navigate their academic career at MIT.

Subjects will have four to five undergraduate residential facilitators performing the role of teaching assistant with each instructor having one to two facilitators dedicated to their class. The exact number will be determined before the beginning of each course. The number of students in each course varies greatly depending on the subject.

The Interphase EDGE scholars will be arriving on **Wednesday, June 24, 2015** and will run until **Friday, August 14, 2015**. However, instructors must be available starting on **Monday, June 15, 2015** for training and to continue course preparation with the residential facilitators. In addition to compensation for instruction, instructors have the option of dining with the students once per week at MIT dining facilities for breakfast, lunch, and/or dinner. **Instructors may have other jobs, classes, or responsibilities during the program as long as they do not interfere with their Interphase EDGE duties.**

During the Interphase EDGE summer component of the program, instructors will serve as teachers, role models, and in some cases counselors. Instructors have the following responsibilities:

- Attend mandatory sessions during Academic Staff Training (see above for start date).
- Develop/edit, administer, and grade Knowledge Based Assessment (KBA) for particular subject area.
- Attend class prepared with lessons and materials appropriate for active learning for the students.
- Create an open and positive learning environment that encourages students to ask questions and actively participate.
- Connect with students and allow them to feel comfortable with the learning environment.
- Provide students with emotional support and encouragement.
- Assign weekly problem sets, create solution sets, and prepare class materials and assessments.
- Provide your facilitators with relevant class materials in time to be prepared for class and assist them in preparing materials for recitation as well as evening workshops.
- Be available for students to ask questions about problem sets, exams, and general course concepts. This includes, but is not limited to hosting a minimum of two (2) office hours per week.
- 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.
- Be present at all classes and make arrangements with your facilitator(s), if an absence is unavoidable. **OME must be notified in advance about any absences.**
- Attend all staff trainings and regular bi-weekly staff meeting.
- Complete bi-weekly student progress reports, mid-term reports, final evaluations and other requests on time.
- Submit all course materials and evaluations by the end of the Interphase EDGE summer component of the program.

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