

## **Pre-Freshman Engineering Program (PREP) Instructor Job Description**

**Background:** PREP is an intensive six-week, mathematics based, summer program which provides educational enrichment for academically successful middle and high school students. Our goal is to help these students gain the knowledge and skills necessary to pursue careers in science and engineering.

**Employment Dates:** June 3 -- July 18, 2008

**Dates of PREP Operation:** June 9 – July 18, 2008

**Program Operation:** Below is a tentative daily schedule (Monday - Thursday) for the summer program:

8:00	Staff Meeting
8:55	Roll Call
9- 9:40	Career Awareness
9:50-10:50	Logic ( <i>PREP 1</i> ) Algebraic Structures ( <i>PREP 2</i> ) Probability and Statistics ( <i>PREP 3</i> )
11-12	Engineering/Computer Science ( <i>PREP 1</i> ) Physics ( <i>PREP 2</i> ) Technical Writing ( <i>PREP 3</i> )
12-12:50	Lunch and park
12:50	Roll Call
1-2:00	Problem Solving Seminar ( <i>All Levels</i> )
2:10-3:30	Research and Study ( <i>All Levels</i> )
3:30	Student Dismissal

*The staff of PREP endeavors to make each Friday special for the participants with field trips or special activities  
Start time is 7 a.m.*

**Duties and Responsibilities of a Program Instructor:** Program instructors will teach a minimum of three 60 minute courses per day and assist with research and study for the six-week program. Instructors need to be available eight hours per day for seven weeks and must:

- Attend daily staff meetings and/or planning sessions.
- Formulate lesson plans from a set of curriculum provided during staff orientation.
- Prepare quizzes, tests, final examinations and other evaluation instruments.
- Determine grades for students enrolled in their classes.
- Be available for one-on-one tutoring with students before and after classes.
- Assist with special PREP activities including all field trips.
- Work with program mentors daily to develop and coordinate lesson plans for effective instruction.
- Perform other duties as assigned by the director.
- Attend graduation on July 18, 2008

**New Mexico State University will not discriminate on the grounds of race, creed, sex, color, age, handicap, religion, or national origin of any applicant.**

**Please submit the instructor application and a one page resume to:**

Karen Mikel, Project Manager  
PREP/NMSU/IEE/WERC  
EC III (Foreman Bldg) Office 348  
MSC WERC, P.O. Box 30001  
Las Cruces, NM 88003  
PREP Office: 575-646-2162  
Fax: 575-646-5474  
Email: [lcprep@nmsu.edu](mailto:lcprep@nmsu.edu) or [kmikel@nmsu.edu](mailto:kmikel@nmsu.edu)

