

## **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 17, 2009

**Dates of PREP Operation:** June 8 – July 17, 2009

**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 17, 2009

**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 PREP Instructor application and a one page resume to:**

Bryan Swain, Program Coordinator  
PREP/NMSU/IEE/WERC  
EC III (Foreman Bldg) Office 354  
MSC WERC, P.O. Box 30001  
Las Cruces, NM 88003  
PREP Office: 575-646-1378  
Fax: 575-646-5474  
Email: [lcprep@nmsu.edu](mailto:lcprep@nmsu.edu) or [bswain@nmsu.edu](mailto:bswain@nmsu.edu)

2009 PREP INSTRUCTOR APPLICATION

Please Print or Type:

1. FULL NAME

LAST FIRST MI

PLEASE CHECK APPROPRIATE TITLE: ( ) Dr. ( ) Mr. ( ) Mrs. ( ) Ms. ( ) Other:

2. CURRENT PHONE NO.:( ) - PERMANENT PHONE NO.:( ) -

3. CURRENT MAILING ADDRESS: STREET CITY STATE ZIP

4. PERMANENT ADDRESS: STREET CITY STATE ZIP

5. EMPLOYMENT JOB TITLE: /EMPLOYER:

6. WORK ADDRESS: Company Name (indicate school name, if applicable) Department Street Address City State Zip

7. WORK TELEPHONE NUMBER:( ) - E-MAIL ADDRESS:

8. IMMEDIATE SUPERVISOR'S NAME AND TITLE:

9. ACADEMIC PREPARATION: College/University Year Graduated Degree Earned Major

10. COMPUTER LANGUAGE SKILLS: Language Proficiency Level: Excellent Good Fair Poor

11. TEACHING CERTIFICATE (Y/N)? /DATE OF CERTIFICATION: /TEACHING EXPERIENCE (# OF YRS):

12. WHAT DATES ARE YOU AVAILABLE TO WORK? FROM / / TO / /

13. HOW WERE YOU REFERRED TO PREP?

14. WHAT COURSE(S) WOULD YOU PREFER TO TEACH?

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT ANY FALSE STATEMENTS MADE HEREIN WILL VOID THIS APPLICATION AND ANY ACTIONS BASED ON IT. I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT TENDERED ME IS CONTINGENT UPON MY AGREEMENT TO ABIDE BY THE RULES AND REGULATIONS OF NMSU AND PREP.

SIGNATURE OF APPLICANT: DATE:

FOR OFFICE USE ONLY: SPO EMP. DATES: