



Michigan  
Technological  
University

2024



# Visiting Instructor Program

## REQUEST FOR PROPOSALS

Summer Youth Programs is now accepting proposals for the Visiting Instructor Program at Michigan Technological University.

**Application Deadline: Wednesday, November 1, 2023**



Founded in 1972, Michigan Technological University's [Summer Youth Programs](#) (SYP) offers middle and high school students opportunities for hands-on learning and career exploration in a wide-variety of fields and to experience college life in a fun, engaging, and safe setting. We aspire to spark curiosity, discovery, and critical soft skill development in exceptional young people from around the world.

The SYP Visiting Instructor Program is currently accepting proposals from educators to design and deliver a week-long course during our 2024 Summer Youth Programs. Proposals for middle school level programming are especially encouraged!

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### Course Criteria

Proposals for courses should meet the following criteria:

- Consist of 31.5 contact hours with students
  - Daily schedule is approximately 9:00 am - 12:00 pm, 1:15 pm - 4:30 pm, Monday-Friday
- Courses should prioritize hands-on activities and showcase related careers
  - A budget of \$400 will be allocated for course supplies and related activities
  - Day trips to local places of relevancy, campus facilities, etc. are highly encouraged
- Accommodate 15-20 middle school students (grades 6-8) or 20 high school students (grades 9-11) with varying levels of background knowledge of course content
  - We will do our best to meet your classroom or lab space & equipment needs. If specific software, equipment, or physical space is necessary for your proposed activities, please reach out to us during your proposal development to discuss available options.

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## Compensation & Benefits

Selected Visiting Instructors will receive:

- Salary of \$920.00 for the week
- Up to \$350 in reimbursement for travel costs to and from Michigan Tech's campus\*
- On-campus lodging and daily lunch\*\*
- A scholarship for a student from their school to attend an SYP course of their choice\*\*\*

\*Travel reimbursement and lodging will be provided for educators located 30+ miles from Michigan Tech's campus. Receipts for travel should be submitted to the Center for Educational Outreach for reimbursement.

\*\*If off-campus lodging is preferred, a stipend of \$375 will be provided. Unfortunately, we cannot assist with securing off-campus housing.

\*\*\*Scholarships will only be available for Summer Youth Programs 2024 tuition-based courses with seats remaining at the time of application. The scholarship may not go to a relative of the educator instructing the program.

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## Selection Expectations

Selected Visiting Instructors are expected to:

- Submit all required course materials according to program deadlines
  - Consent to and pass a background check
  - Satisfy all required Summer Youth Programs Instructor and minors-related program trainings (approximately 3 hours) and code of conduct requirements
  - Develop a course itinerary fulfilling all 31.5 contact hours according to the daily schedule
  - Participate in Monday morning and Friday morning instructor meetings during the week in which the course is taught
  - Submit necessary follow-up on course
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## Application

To apply, please send a proposal which includes the following to [syplogic@mtu.edu](mailto:syplogic@mtu.edu):

- Cover letter describing your interest in being selected for this opportunity
- Professional Resume
- Letter of Recommendation from another educator or school administrator
- Course title and a 250-word description of proposed content including a general outline of proposed itinerary, target age level (grades 6-8 or 9-11), and 3-4 student learning outcomes
- Your scheduling preference for 2024 course dates:
  - Week 1: June 16 - 21
  - Week 2: June 23 - 28
  - Week 3: July 7 - 12
  - Week 4: July 14 - 19

- Week 5: July 21 - 26

Up to two courses may be proposed per educator. If proposing more than one course, please combine both proposals into one deliverable.

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### Visiting Instructor Program Timeline

- Proposals are due no later than 5:00 pm EST on Wednesday November 1, 2023
- Proposal selections will be announced after November 17, 2023
- Instructor Trainings will take place online late May/early June 2024
- Detailed itinerary, course budget, and supplies list will be due one month prior to the course
- Course will take place during SYP 2024 program dates
  - Upon selection into the Visiting Instructor Program, your hiring is contingent upon student enrollments and passing a background check.
  - Summer Youth Program reserves the right to cancel courses that do not have 5 students enrolled by May 1 and 9 students enrolled by June 1 or 1 month prior to the course start date.

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If you have any questions about the Visiting Instructor Program, please contact [syplogic@mtu.edu](mailto:syplogic@mtu.edu).

We look forward to reviewing your proposal!