

ENGINEERING COMMUNICATION PROGRAM
Faculty of Applied Science & Engineering, University of Toronto

Emergency Job Posting 2014-15 – CUPE Unit 1

COURSE INSTRUCTOR POSITIONS

The Engineering Communication Program has the following **Course Instructor** positions available for the 2014-2015 school year and invites applications from suitably qualified candidates.

No late applications can be considered.

All posted jobs are subject to the parameters listed below:

Posting Date: July 18, 2014

Closing Date: July 24, 2014

Salary: The current rate of pay for Course Instructors is set within the CUPE 3902 Unit 1 collective agreement.

The positions posted below are tentative, pending final course determinations and enrolments. All positions are subject to budgetary approval.

Lecture and tutorial days and times are accurate as of the posting date. They are subject to change should the need arise.

Please forward a completed application to the contact specified in the "Application Method" column below. If you are applying for multiple positions at one time, please send only one email and include in your application letter a list of all the positions you're interested in, along with the requisite application documents.

These jobs are posted in accordance with the CUPE 3902 Unit 1 Collective Agreement. The program's hiring policy is available in the Engineering Communication Program Office and at the CUPE, Local 3902 office.

COURSE NUMBER AND TITLE	NUMBER OF POSITIONS (est.) COURSE ENROLMENT (est.) CLASS TIME	DATES SIZE OF APPOINTMENT (HOURS) SALARY	QUALIFICATIONS	DUTIES	APPLICATION METHOD	APPLICATION DEADLINE
<p>CIV282H1 F – Engineering Communication I</p> <p>Position: Course Instructor</p> <p>Course Description: This course develops students’ communications skills focusing on the specific skills required for work in foundational civil engineering. Target communication areas include: Oral Presentation; Logical Argument; Document Development; Sentence and Discourse Control; and Visual Design. The course will build capacity in support of specific assignments delivered in other courses in the same term.</p> <p>This is a .2 weighted course.</p>	<p>Number of Positions: Up to two (2) positions.</p> <p>Estimated Enrolment: 125 students, in sections of ~30 students each.</p> <p>TA Support: TA consultation will be available from partner engineering courses as required.</p> <p>Class Schedule: Students attend 1 one-hour lecture and 1 one-hour tutorial per week. Tentatively, the class is scheduled 2-4pm on Fridays. The course is proposed to run for ten weeks (final schedule TBD).</p>	<p>Dates: Fall Term September 1 – November 30, 2014</p> <p>Hours: This position is 60% HCE and requires a time commitment of approximately 120 hours.</p> <p>Salary: The current rate of pay for Course Instructors is set within the CUPE 3902 Unit 1 collective agreement.</p>	<p>Minimum qualifications include at least a Master’s degree in an appropriate discipline (such as, but not limited to, Communication, English, Engineering, Education, Technology Studies) with strong written and oral communication skills, and a demonstrated commitment to teaching communication and demonstrated ability to work as part of a team. Preferred qualifications include a PhD in an appropriate discipline (as above), and TESL or other training/certification in second-language instruction at the university level, and familiarity with engineering communication practices, and experience as an instructor in first year foundation course, Engineering Strategies and Practice. Experience in Civil Engineering education or practice is also highly desirable.</p>	<p>Course Instructor duties:</p> <ul style="list-style-type: none"> - Attend one 1-hour lecture per week (Friday 2-3pm) - Supervise one 1-hour tutorial per week (Friday 3-4pm) - Attend weekly course planning meetings with teaching team - Grade four non-closely supervised written assignments (two outlines and two reports) and one final team oral presentation - Grade up to 15 non-CIV student reports for a partner course, CIV220 - Collaborate with colleagues in partner courses - Consult with students (individually and in groups) to help them develop as writers and presenters 	<p>Applicants should submit an application letter, curriculum vitae and a short (one- or two-page) writing sample to:</p> <p>Deborah Tihanyi, Director Engineering Communication Program 35 St. George Street Toronto, ON M5S 1A4 ecp@ecf.utoronto.ca</p> <p>A valid email address is required. Please send one email listing all courses you are applying for. Do not send separate applications for each course. We prefer that applications and CVs be submitted via email.</p>	<p>July 24, 2014</p>