



Summer Youth Programs

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Expectations for all Instructors/Teaching Staff

We expect that you will read and follow the guidelines of the Instructor Job Description or Teaching Assistant Job Description and the Instructor Handbook. Keep in mind the following additional expectations regarding your employment.

You were selected as a Summer Youth Programs (SYP) Instructor or Teaching Assistant because we are confident that you will always exercise good common sense when it comes to overseeing your own behavior, as well as that of your students. You are a responsible adult representing the Program in all situations involving the SYP participants.

Your Instructor/TA Job is Primarily Fourfold:

- You are expected to ensure the safety and well-being of all the students assigned to you. Help your students adjust to this new learning experience. Encourage them to make new friends and to be involved in the classroom activities, monitor health problems, and watch for problem areas (i.e. homesickness, discipline, etc.).
- Be sensitive and open to individual needs, i.e. shy, homesick. Let your students know that you are available whenever they need you.
- It is your responsibility to see that the participants follow the Summer Youth Programs Community Standards rules and regulations. Even if you disagree with a rule, we expect you to enforce it. Maintaining order and a consistent code of conduct helps ensure that the programs run in a safe and organized fashion. Use a positive attitude while doing this.
- As an instructional staff member you are expected to actively organize and supervise and teach educational activities. This includes planning, promotion, participation, and leading active learning activities.

Rules and Regulations:

- **Never** report to work or interact with students while under the influence of any drug, including alcohol.
- Instructors who wish to smoke must do so out of sight of the students and on their own time. Keep in mind Michigan Tech is a tobacco-free campus.
- Staff members are not allowed to date or fraternize with any present-year SYP participants (resident or commuter) throughout the duration of the program.
- Staff should not violate the rules that the SYP participants are asked to follow.

Professionalism:

The Instructor Handbook clearly states the majority of your explicit responsibilities. Due to the dynamic nature of the position, some attention must be given to discussing your *implicit* responsibilities regarding professionalism.

- Above all, remember that the welfare of the students is your primary concern. The heart of the job is caring for the students.
- Bring any concern you have to the Head Counselors or Professional Staff. This is a job requirement. We value your feedback and we are here to help deal with problems.
- You will have to make a judgment call on situations. If you suspect a problem, even if there is no evidence, just a "bad feeling," please talk to someone immediately about it. Chances are your instincts are correct.

- You are expected to be a team player and a role model in the classroom, on campus, and in the community.

Judgment:

- Although there are situations where policies are clearly defined (i.e. enforcement of SYP rules), there exist other situations that will be entrusted to your judgment. If you don't feel comfortable in a particular situation, solicit input from the SYP Professional Staff or allow them to handle it. In either case you must fill out an Incident Report Form (found in your Monday morning meeting packet) to inform the Professional Staff of the incident and the outcome. This form allows us to track and monitor trouble areas. Often, if a student is acting up in your classroom, they are also causing problems in other areas of the program too, so your report can be a help in early detection and resolution of problems.
- Your judgment is immensely important during activities. There are several reasons for this. First, you will usually be driving Michigan Tech vehicles and you must utilize good judgment here. Second, your judgment will dictate student actions and behaviors. Third, your good judgment must be utilized when assessing situations to determine and ensure the safety of the SYP participants.

Responsibility and Accountability:

- Your role in our program is extremely valuable as educators. You are responsible to notify the Professional Staff if anything (illness, personal issues, etc.) will hinder your duty performance. We must be able to count on you to perform your duties exceptionally, but we also care for you as our employee.
- We emphasize your role as caretakers of the SYP participants. While participants are here, we are responsible for them - their safety and well-being (both physical and emotional). Always remember this.
- Be aware of the schedule. Be ready for the students at the scheduled start of class. Have extra class activities ready, to keep the students occupied for the full allotted times, just in case an activity runs faster than you anticipated. NEVER let students out of class before the scheduled ending times, at noon or at the end of the day. They are entrusted to your care and supervision during the allotted classroom time and you are responsible for them during ALL of this time.

Appearance:

- Appropriate Dress: We feel diversity is an asset of Summer Youth Programs, and it is summer! As such, we don't want to establish a "dress code." In expecting you to act professionally, however, we must ask you to maintain certain standards of appearance. We ask that you select clothing that appears neat, clean, not too worn, and professional. A few examples of inappropriate clothing include: skirt/shorts that are too short, holes in clothing, clothes that are too tight (i.e. spandex), low necklines, bare midriff, inappropriate messages on clothing (i.e. promoting smoking, drinking, profanity, etc.).

Attitude:

- Your attitude as a staff member is the "backbone" of our program. Besides your expertise, your attitude is largely why you are selected as an SYP staff member. We are confident that you will go the extra mile to present a positive attitude to the students, family members of students, SYP professional staff, and your co-workers. All staff members need to remember: a positive attitude creates positive results.

Above all, remember parents have invested a significant sum of money in sending their child to our programs. They expect their child to have a fun-filled summer week, while being challenged academically and considering new careers. As a team, we are all working towards guaranteeing those ends for both the parents and the participants. Thanks for helping us achieve those ends!