

TEACHING OPPORTUNITIES

INTERNATIONAL SPECIALIZED PROGRAMS



JOB DESCRIPTION

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service.

UW Continuum College (UWC²) expands the reach of the University of Washington with programs like UW Professional & Continuing Education, International & English Language Programs, Summer Youth and the Osher Lifelong Learning Institute that meet the needs of learners at all phases of their lives. We are focused on removing obstacles to relevant educational opportunities by addressing geographic, financial, length of commitment, and time constraints, increasing access to education for more people. By looking ahead and innovating, we are creating new educational opportunities to help people thrive in an ever-changing world.

International Specialized Programs, a unit within UWC², has outstanding temporary, part-time teaching opportunities for a course instructor and instructional assistant(s) within a new customized, six-week online course.

Instructors and instructional assistants do not hold UW academic appointments.

TECHNOLOGY PREPARATORY ACADEMY:

Introduction to Computer Science Online Course

The Technology Preparatory Academy is an online group program offering designed for students in Indonesia who are interested in developing their technical knowledge and skills. This program will launch during spring quarter 2021 with a one non-credit, online *Introduction to Computer Science* course offered to high school students (ages 15-17) in Indonesia who have little to no prior programming experience.

This customized Introduction to Computer Science course explores fundamental concepts of computer science and computational thinking through an online, project-based learning environment. Students will learn about reasoning; problem solving; data representation; abstraction; the implementation of basic math and science principles in code; managing complexity; operation of computers and networks; and ethical, legal, and social aspects of information technology. They will also connect course skills and concepts to real-world situations through course activities and assignments.

COURSE SCHEDULE DETAILS

Online, group-paced course with some real-time meetings > Students start and finish the six-week course as a group with engagement via a combination of synchronous and asynchronous online learning methods. They attend regularly scheduled real-time online class sessions and also work

through some course content and materials on their own time. Students have opportunities to interact with instructors and classmates during live class sessions, office hours, and discussion boards. Assignments have fixed deadlines.

Course dates and times >

April 19 – May 28, 2021

Live class session schedule: M/W/F **4:30 – 6:00 AM** Pacific Standard Time =
M/W/F 7:30 – 9:30 PM Western Indonesian Time

Notes: In addition to participating in the live class sessions, students will be expected to spend 1.5 hours per week on structured, asynchronous learning and 2-3 additional hours per week on assignments.

COURSE TOPICS AND JOB OPENINGS

Course 1: Introduction to Computer Science

Topics may include	Current Job Openings
<ul style="list-style-type: none"> • abstraction, binary, variables and datatypes • functions, expressions and control flow, conditionals, basic input and output • digital distribution, loops & nested loops, strings, arrays • timing and algorithmic complexity • introduction to scientific computing • computer science and ethics 	<p>Course Instructor</p> <p>Instructional Assistant(s)</p>

INSTRUCTIONAL ROLES

There are two types of roles available. All roles are part-time and designed to accommodate professionals who work during business hours. These roles do not hold UW academic appointments.

- **Course Instructor** – Share and improve your skills by teaching a set curriculum.
- **Instructional Assistant** – Develop your knowledge and experience by serving as an instructional assistant to coach and teach students online. The instructional assistant serves in a key role in our online course offerings, engaging with students, collaborating with the instructor, grading student work, monitoring student progress, and helping learners to achieve course competencies.

RESPONSIBILITIES

INSTRUCTOR Online, Group-Paced

A typical week for a course instructor will vary but on average may comprise 4.5 hours of teaching real-time online sessions, 2 hours of online office hours, 1-hour meeting time/prep with the instructional team, as well as additional time for grading and student engagement (including discussion forums), mentoring and guidance outside of office hours.

- Serve as the lead and central point of communication for the instructional team. Delegate tasks to instructional assistants, and serve as final decision maker in weekly instructional team meetings.

- Provide instructional content and feedback with minimal supervision while maintaining high standards of professionalism, timeliness, and content relevance for high school students.
- Teach all real-time online class sessions using specified course curriculum (4.5 hours per week, M/W/F from 4:30 – 6:00am PST), and facilitate short closing session during final 30 minutes of final live class session.
- Adjust instructional strategies and activities as necessary based on participants' signals and feedback to maximize engagement and learning (using an adaptive approach to learning).
- Coordinate with UW program director on Canvas course site as well as arrangements for course materials and resources.
- Establish a visible presence in the online course by providing a welcome message to students; leading and contributing to online discussion forums; and guiding and facilitating instruction, student learning, and student interaction.
- Communicate with students via discussion forums, email, and individualized feedback on assignments.
- Participate in online office hours to address student questions or misunderstandings.
- Ensure that weekly attendance and participation reports are submitted to program director on time.
- Provide feedback on student work in a timely manner (24 hours for email and discussion board posts, 72 hours to grade assignments, and 3 days to submit final course grade).
- Follow a defined process to document any curriculum adaptations, student grades, and student hand-off in the event a different course instructor will need to take over midway through a course.
- Grade a portion of assignments and/or projects and make final grade decisions.
- Provide final grades and performance reports for students to UW program director on or before Friday, June 4, 2021.
- Collaborate with program manager and the rest of the instructional team to address student issues and course evaluation feedback.
- Participate in at least one 60-minute information session during the recruiting season and up to two program meetings per iteration.
- Complete instructor onboarding tasks and relevant learning technology training.
- Utilize – and, if not familiar with, learn – the following technologies: Canvas LMS, Zoom, Outlook email and calendaring, OneDrive, Zoom, and other program-specific technologies.
- Observe FERPA and other privacy laws and policies.
- Submit typed course debrief responses to program director on or before June 4, 2021.

INSTRUCTIONAL ASSISTANT: Online Course, Group-Paced

A typical week for an instructional assistant will vary but on average may comprise 4.5 hours of supporting facilitation and teaching during real-time online sessions; a minimum of 2-4 hours per week of preparation, student interaction, monitoring discussion forums, monitoring student progress, assisting the instructor with grading, and a minimum of 1 hour per week setting up/prepping for/conducting the weekly instructional team meeting.

- Attend each online, real-time class session (4.5 hours per week, M/W/F from 4:30 – 6:00am PST) and provide instructor with support by taking student attendance and troubleshooting technical issues. Technical duties may include: launching the Zoom/live class sessions meetings each week, facilitating breakout sessions within Zoom, facilitating share out discussions after breakout sessions as necessary, and other similar tasks.

- Coordinate with the course instructor and any other instructional assistants to ensure curriculum continuity and work collaboratively with the course instructor, adapting approach based on feedback and sound pedagogical practices.
- Expectations during the course comprise a minimum of 2-4 hours per week of preparation and student interaction *outside of class hours*.
- Establish a visible presence in the online course by guiding and facilitating student learning and student interaction.
- Respond to student inquiries such as content questions, assignment questions, policies, etc. Use discretion on when to escalate questions to the instructor or the appropriate administrative staff. Timely response is within 24 hours for general questions.
- Monitor student engagement with the online course materials and with peers, including online discussion forums.
- Engage with inactive students to find out how to best support them. Inform instructor of students who have not completed by their deadline to ensure grades are issued accordingly.
- Prepare and submit weekly attendance and participation reports to instructor and program director.
- Maintain high standards of professionalism, punctuality, and content relevance for diverse students.
- Participate in weekly check-ins with instructor for the duration of the course.
- Complete online instructor onboarding tasks and relevant learning technology training.
- Collaborate with program manager, instructor, and the rest of the instructional team to address student issues and course evaluation feedback.
- Provide grading support as directed by the instructor. May review drafts of final projects or other student work before submitted for grading. Follow a defined process to document student interactions and student hand-off in the event that a different instructional assistant takes over midway through a course.
- Observe FERPA and other privacy laws and policies.

SKILLS AND EXPERIENCE

Required

- Willingness to align with a set curriculum plan
- Excellent interpersonal, oral, and written communication skills
- Ability to interact with individuals from diverse cultural and socioeconomic backgrounds
- Legal authorization to work and receive compensation in the United States
- **To be an instructor:**
 - At least five years of relevant post-undergraduate professional experience
 - Graduate degree in relevant field
- **To be an instructional assistant:**
 - Minimum 2 years' professional or academic experience with computer science or related role
 - Willingness to work with a set curriculum plan

Desired

- Prior teaching or mentoring experience, particularly with high school and/or international students
- Experience facilitating and/or supporting Zoom meetings
- **To be an instructional assistant:** Bachelor's degree or higher

APPLY TO TEACH

Interested applicants should send a resume or LinkedIn profile and letter of interest describing relevant experience, preferred course and role to the Program Director, Melissa Woldeit at ispinfo@uw.edu.



The University of Washington is a leader in [environmental stewardship & sustainability](#), and committed to becoming climate neutral.

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.