



Michigan  
Technological  
University

2025



# Visiting Instructor Program

## REQUEST FOR PROPOSALS

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

**Application Deadline: November 22, 2024**



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Summer Youth Programs  
Visiting Instructor  
Program Request for  
Proposals

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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 2025 Summer Youth Programs. Proposals for middle school level programming are especially encouraged!

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**Visiting Instructor Program 2025  
Application Deadline: Friday  
November 22, 2024**

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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 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 2025 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 fill out the following application: [SYP Visiting Instructor Program 2025 Application](#) (bit.ly/vipapp2025) which asks questions regarding:

- Professional Background/Experience
- Letter of Recommendation from another educator or relevant professional
- 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 2025 course dates:
  - Week 1: June 15 - 20
  - Week 2: June 22 - 27
  - Week 3: July 6 - 11
  - Week 4: July 13 - 18

- Week 5: July 20 -25

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 to no later than 5:00 pm EST on November 22, 2024
- Proposal selections will be announced after December 13, 2024
- Instructor Trainings will take place online late May/early June 2025
- Detailed itinerary, course budget, and supplies list will be due one month prior to the course
- Course will take place during SYP 2025 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!