CIEP Lab Instructor

Lab Description
Students must attend the CIEP lab for one hour each day. This is a required period for students to gain extra help with assignments, take extended tests or quizzes, work on assignments, and engage in cultural activities. Students must bring their textbooks and other class materials to lab. Lab classes are conducted from the first day of CIEP classes until the days of final exams; CIEP labs are not conducted on the last two days of the session on final exam days. The lab instructor is a different teacher, not the classroom teacher. The role of the lab instructor is to support students in meeting Student Learning Outcomes.

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The lab instructor creates a student-centered environment where students are free to ask questions and receive no consequence for errors or failures. The lab instructor is responsible for working with students in completion of their assignments, assisting with administrative issues such as purchasing books, registering for online textbook practice materials, setting up university email and server access, facilitating cultural activities, and other duties as assigned. The lab instructor may be another experienced full- or part-time instructor, graduate teaching assistant in a MA TESOL or related program, or others who have extensive experience and education in working with second language learners.

The role of the lab instructor is to support CIEP classroom instructors in helping students meet established Student Learning Outcomes. The duties are as follows:
- Inform, supervise, and guide student activities in the lab class.
- Communicate with classroom teachers regarding activities, assignments and assessments to be completed during lab hours.
- Take attendance.
- Proctor and administer assessments for classroom instructors.
- Answer questions from students and assist students regarding their assignments and tests.
- Report on class activities to the classroom instructor.
- Facilitate RSVP classroom visits and cultural activities that take place during the lab hours.
- Assign appropriate language learning tasks to students when needed (for example, a student has no work to do).
- Assist students with skills such as typing, e-mail use, e-Learning, Google Drive and Docs.
- Assist students with obtaining email addresses and internet access, checking out computer equipment and related tasks - this includes referring students to the best resources.

Lab Instructors are NOT expected to:
- …do regular lesson planning for lab programming.
- …conduct regular formal classroom lectures and presentations.
- …prepare materials for the classroom instructor.
- …continue the lab class past the designated time; classroom teachers should be respectful of the lab instructor’s time and not give work that will go over the scheduled lab time.

Qualifications:
- A current Graduate Teaching Assistant in the CIEP with current enrollment in a TESOL or other language teaching graduate program.
- A current student employee, graduate or undergraduate, with experience and training in second language teaching. These can include those who have completed student teaching in an ELL setting or those who already hold a teaching endorsement/certificate in second language teaching.
- A current student employee who has significant overseas or domestic classroom teaching experience working with English language learners.