**Instructional Staff Expectations**

**Whiting Pre-College Programs – In-Person Courses**

**Be Present:**

* For the safety of our students and staff, there must be at least two teaching staff in the classroom/virtual meeting at all times, except for emergencies. No one-on-one meetings with students (in-person or online).
* Instructors and teaching fellows must be present with the students during all class hours and required events. Exceptions to this rule are quick trips (e.g. to use the restroom, set up for a lab, or collect materials) that are not possible before/after class or during lunch. Child safety best practices suggest that two adults must be available to students.
* Be available at least 30 minutes outside of class time each day for students who have questions. This may be before or after class or during the lunch break.

Do not permit students to work unattended in the classroom/bridge room after class hours. Students may work after class if there are at least two instructors/teaching fellows for every 24 students to supervise.

* Notify the Whiting School of Engineering’s Office of Pre-Collegiate Programs (WSE Office of Pre-Collegiate Programs) in advance if you are sick or have an unavoidable conflict.

**Work with Your Teaching Team:**

* Meet with all members of your teaching team (instructor, teaching fellow, and teaching assistant (if there is one)) before the course begins to fill out the “EEI Roles” form that documents who is responsible for each lecture/lab/etc. Share this document with the WSE Office of Pre-Collegiate Programs.
* The instructor is the lead teacher when it comes to delivering course content. Instructors are expected to teach at least 6 of the 8 main lectures (units, materials, data analysis, statics, electronics, finance, chemistry, ethics) unless approved by the WSE Office of Pre-Collegiate Programs.
* Graded items should be returned to students and their grades posted to Canvas promptly, no later than two calendar days from submission. Teaching fellows are expected to do most (but not all) of the grading.

**Keep the WSE Office of Pre-Collegiate Programs Informed:**

* Notify the WSE-Office of Pre-Collegiate Programs Immediately:
  + If a student appears to be in crisis or if you have immediate concerns about a student. Also alert the Case Manager in the WSE Student Affairs office.
  + If a student has not arrived in class by 15 minutes after the start time at the beginning of the day.
  + If a student has not arrived in class by 15 minutes after the start time following the lunch break.
  + If a student has indicated that they are leaving class early or will be missing class. We want to be certain we have the correct documentation from their parent(s)/guardian(s) for their departure.
  + If you have HVAC, Wi-Fi, or other space, maintenance, or facilities concerns.
* Notify the WSE Office of Pre-Collegiate Programs within 24 hours:
  + If a student fails to turn in a lab report by the posted due date (unless arrangements were made ahead of time).
  + If a student fails to turn in a homework assignment by the posted due date (unless arrangements were made ahead of time).
  + If a student is struggling socially or academically.
  + Report theft, sexual harassment/assault, or other crimes involving EEI students to the WSE-Office of Pre-Collegiate Programs. This is necessary for JHU to comply with the [Clery Act](https://apply.jhu.edu/clery-notice-of-availability/#:~:text=In%20keeping%20with%20the%20mandates,owned%20or%20controlled%20by%20the), even for actions that occur on other campuses.
* Encourage parents and guardians to communicate through the office. If teaching staff is contacted by a parent/guardian/non-student family member, please redirect by forwarding the message to [ei@jhu.edu](mailto:ei@jhu.edu).
* Report any conflicts or lack of support from your teaching partner to WSE-Office of Pre-Collegiate Programs.

**Care for Your Students and Classroom Space:**

* Learn students’ names and use them frequently. Use preferred pronouns and preferred names.
* Communicate with students via JHU platforms only.
* Encourage students to find answers themselves and make mistakes for growth.
* Enforce safety rules during labs and model safety protocols.
* Use appropriate (PG) language and clothing. Teaching staff should wear close-toed shoes, long sleeves, long pants, safety goggles when assisting with laboratories.
* Do not allow students to leave personal belongings unattended.
* Clean the classroom and lab space at the end of each day. Store materials that are no longer in use. Note that some rooms are used by other groups in the evenings.

**Additional Points:**

* Follow the [Academic Ethics Policy](https://studentaffairs.jhu.edu/policies-guidelines/undergrad-ethics/) and the [Safety of Children in University Programs Policy](https://policies.jhu.edu/doc/fetch.cfm/PSAvqXfe).