

2013 Summer Program - Teacher Application

Thank you for your continued support for the CIS Summer Program. We are using an online Teacher Application form, if you have any problems with this please submit a request to summerprogram@cis.edu.hk and we will help you out!

The CIS Summer Program & 2013 Team

The 2013 CIS Summer Program will run for four weeks (19 days). It will start on **Monday 24th June** and continue until **Friday 19th July 2013** (excluding Monday 1st July). This year the "The Summer Program" will be running from 8:30 am until 1:00pm and the "Senior Academic Program" will run from 9:00am until 4pm each day. Teachers may teach in both or either Programs.

Please note that while teachers may participate in both Programs, one application must be submitted for each course. Don't worry though: we have made it easy for you!

Our team this year:

- *Director*: Ms. Georgina Martignago (CIS Art Department) - gmart@cis.edu.hk
- *Head Secretary*: Vivienne Li
- *Financial Secretary*: Claudia Chan
- *Teacher/Student Liaison*: Erica Au-Yeung
- *Website*: Chester Li

General Policies

The policies listed here apply to both programs. Please read them before submitting an application.

1. This year, we may be offering a fifth week depending on teacher availability. If you are available and are willing to teach a Week 5 (22-25 July) please let us know on the application form.
2. July 1st is a Public Holiday, there will be no program on that day.
3. Applications are due on **Sunday 10th February 2013**. Late applications will not be accepted.
4. A sample application (one each for Summer Program and Academic Program) is available at the end of this application guide.

Application Form

To begin with we need to know which sessions you are applying for. The "CIS Summer Program" is CIS traditional Summer School for children aged 4 to 15, and the "Senior Academic Program" is designed for students in Years 10 to 13 (aged 15-18). This year we will continue to offer SAT II and IB Taster courses as well as two new categories: **Career Pathways** and **CIS 101**.

Senior Academic Program – Application Guide:

There are 3 two hour periods each day for the following courses:

- **Pre-IBDP Taster Courses** for current Year 10 and 11 students. This course aims to introduce students to IB Diploma curriculum content and skills.
 - **SAT Subject Test Prep** courses for current Y12 students (except Chinese for current Y11 students). Designed to cover the parts of the SAT II syllabus not covered in the IBDP and to prepare for the SAT Subject Tests. Priority will be given to current CIS students.
 - **Career Pathways** courses offer students with a chance to learn the secrets to university applications and college life, resumes/CV and interviews. Compared to CIS 101 courses, they are a little more academic and goal-oriented.
 - **CIS 101** include both academic courses and career taster courses that students may choose to prepare for future study or as a means of interest. These courses aim to provide Year 10-12 students with a post-secondary experience that adds to, but does not necessarily duplicate the CIS curriculum. Introductory workshops into law, engineering, astronomy, psychology, ethics, art portfolio development, literary theory or politics are possible examples.
1. There are three periods per day for you to choose from: 9am-11am, 11:30am-1:30pm, and 2pm-4pm.
 2. Two 30-minute breaks are built into the day (11:00-11:30 and 1:30-2pm).
 3. Teachers need to develop a course description, brief synopsis and objectives. (Some SAT II materials are available for reference in the University Counseling office).
 4. When filling out the form, specify the preferred classroom and any special requirements in the comment section.
 5. Summer School participants come from varied backgrounds. Please be prepared to differentiate your course to cater for mixed abilities and varied levels of understanding.
 6. Teachers will be paid at HK\$700 per hour taught. *Exception:* Renumeration for CIS 101 alumni instructors is commensurate with experience and education background.
 7. Teachers are only paid for the lessons that they teach. There is no payment for preparation time or missed lessons. Any cover arrangements or team teaching arrangement should be organized in advance and the Summer Program Director **must be informed**.
 8. Courses have minimum enrollment numbers. Courses failing to meet these numbers may be canceled. This may well be done at very short notice to you, so please be prepared for this!
 9. Maximum range of 10-14 students per class.

Summer Program – Application Guide:

1. There are four periods per day: 8:30-9:25, 9:25-10:25, 11:00-11:55, 12:00-12:55pm. A 5 minute transition time has been created so students can move to their next classroom without missing valuable class time. **Please release students on time!**
2. You will be free for break from 10:30 until 11:00am.
3. You can choose how many periods you would like to teach as well as which weeks you would like to teach. If your course content changes for each week, be sure to indicate the specifics of each week in your course description!
4. You are free to offer any courses you like in four areas, namely: The Arts, Languages, Physical Education, and Math, Science & Technology.
5. For the Languages, you will need to indicate which level (beginners, intermediate, advanced) your course is aimed at **for that particular age range**. If there are too many similar courses, you may be asked to change your offering.
6. Please specify the age range, preferred classroom and any special requirements, as well as a brief synopsis, expected outcomes, pre-requisites and a course description.
Note: Age range is limited to four years difference this year. If you would like a broader age range (eg: sports classes, etc) please write so in the comments - include your preferred age range and reason.
7. Summer School participants come from varied backgrounds and other schools in Hong Kong. Please be prepared to differentiate your course so as to cater for mixed abilities and various levels.
8. For teachers offering Chinese courses, please ensure that a bilingual (English and Chinese)
9. Teachers will be paid at HK\$500 per hour taught.
10. Teachers are only paid for the lessons that they teach. There is no additional payment for preparation time or missed lessons or team teaching that has not been approved by the Director.
11. Any cover arrangements should be organized in advance and the Summer Program Director must be informed.
12. Courses have minimum enrollment numbers. Those failing to meet these numbers may be canceled. This may well be done at very short notice to you, so please be prepared for this.
13. CIS Office Staff wishing to offer courses must first seek preliminary approval from the person to whom they are responsible. Final approval rests with the Business Manager. All Office Staff members are limited to teaching two hours per day to minimize disruption of the day to day running of the school.

Other Application Pointers

1. After submitting your application, we will review your course and may ask for clarifications, changes, etc... so please remember to check your email! You will be notified about our decision on your course offering as soon as possible.
2. Thanks once again for your support. We hope that you'll enjoy our program this year!

Sample Summer Program Application

Course: *Doodles 'n' Drawing*

Summer Program: *The Arts*

Age Range: *8-11*

Synopsis:

Use the right side of the brain techniques to learn to draw what you see!

Course description:

Students will take part in five lessons drawing on the 'right side of the brain'. The right brain is the nonverbal, intuitive brain; it thinks in pictures, patterns and 'whole things'. This course is about learning to draw by making a mental shift from the Left-mode to Right-mode.

Participants will experience a series of innovative drawing exercises and relax into 'looking at objects' and drawing exactly what they see...not what they "think" the object may look like.

Students will be encouraged to record what they see using linear, tonal and expressive forms of 'mark making' using graphite, marker, pen, ink, charcoal and pastel. We will create observational drawing from primary and secondary sources.

Each lesson will be paced to include time for an introduction, making & creating, and appreciation sessions. Reviewing 'before' and 'after' drawings will boost each student's confidence.

Prerequisites:

Students will need to be either fluent in English or have English as a Second Language. They must enjoy taking risks with drawing media and do not mind getting a little messy.

Materials and Parent's Notes:

Please bring Art Smock to each lesson

Learning Outcomes:

1. Practice observational drawing through a range of "right side of the brain" exercises.
2. Compare and discuss work and progress with one another using correct art vocabulary.
2. Gain drawing confidence through observational practice and speed drawing of the figure and objects.
3. Encourage creative work habits and experimentation with a wide range of drawing media.

Equipment & budget:

1 pkt charcoal sticks - 60hkd

1 bottle Chinese ink - 60hkd

12 Sketch pads - 10hkd each = 120hkd

Total cost for course delivery: \$240hkd

Sample Academic Program Application

Course: *College Engineering Workshop*

Academic Program: *CIS 101*

Year Group: *Years 10-12*

Synopsis:

Get a jumpstart on your college career and learn the best ways to study for an engineering major in college.

Course description:

Students will learn how to be a successful engineering student in college. Explore what engineering is all about (hint: it's not just maths!) and get tips on how to succeed straight from a college engineer. Topics to be covered include: how to study, write papers and exams in college engineering classes, the basic maths skills every engineer should be comfortable with, what colleges don't tell you about engineering, how to write engineering resumes and prepare for interviews and internships.

This course will prepare students who are considering entering or been accepted into an engineering school with the skills and tools required to succeed. In addition, they will be given a college refresher on maths professors will often assume students are very comfortable with. The course has a US engineering college twist to it, but students considering and heading off to university in other countries will also find this a valuable experience!

Prerequisites:

MYP students should be enrolled in Maths Extended or equivalent. Week 2 only.

IBDP students should be enrolled in Maths SL or HL or equivalent. Week 1 only.

Materials and Parent's Notes:

This course is taught by CIS alumni currently pursuing an Aerospace Engineering and Atmospheric Sciences double major at UCLA in the US.

Learning Outcomes:

1. Gain a respect for and an understanding of an engineering major in university.
2. Become familiar with effective ways to become and be an engineering major.
3. Practice and review basic mathematical and physics skills for engineering.
4. Understand the iterative engineering process in college and in industry.

Equipment & budget:

- This course will use computers

1 engineering mathematics textbook - 300 hkd

Total cost for course delivery: 300 hkd

CIS Summer Program Teacher Manual

Guidelines and Procedures

ABSENCES (TEACHER)

Teachers should notify the Director, Georgina Martignago, on her mobile number: 6440 4577 **and** contact Vivienne Li in the Summer Office: summerprogram@cis.edu.hk

If you know in advance that you are going to be absent, make arrangements for a substitute as soon as possible.

ACCIDENT/EMERGENCY

When an accident occurs, teachers are to aid the victim and notify the Summer Office and the Nurse in room 6301 (ext 936). Accident reports must be filed with the nurse or office.

In the case of serious injury

- **Call Ambulance** – Telephone – press 0 to access outside line then 999.
- **Contact the school nurse** (ext 936), mobile phone: 9378-3467
- **Send for AED** when necessary – Located at Sports Field Office: 2510-1372 or Security Guard office: 2512-5992 (ext. 992).
- **Contact the Summer Office and Director:** phone 6440-4577
- **Write an accident report** in Summer Office

ASSIGNED CLASSROOMS/FACILITIES

Each class will be assigned a facility/room best suited to the age of the students as well as the subject. Rooming locations are published on the website for parents and students, so no teacher can change the classroom once it has been assigned. Unapproved room changes only cause stress for parents, amahs, students, student helpers and office staff. We understand that some teachers would like to teach in a particular room, and we will try to accommodate such requests, but they cannot be guaranteed.

ATTENDANCE

We receive our funding based on daily attendance of students and teachers receive remuneration once they record the roll/register online (Summer Program website). It is imperative that we make every effort to report attendance accurately. Please make sure you take attendance at the beginning of every class period.

BUILDING AND ROOM REGULATIONS

Teachers should see that their room is organized, tidy, lights and A/C are turned off and computers are stored safely before leaving school each day.

DUTY OF CARE:

Be mindful that students should not be left unattended and teachers are responsible for their supervision. If there is an emergency, call the Summer Office or notify a teacher next to you to watch your class.

BUILDING MAINTENANCE REQUEST

If there is a problem in your room regarding maintenance please notify the Summer Office or Mr. Wong so that the problem is resolved. E.g. an air conditioner is not work or there is a water leak.

COMPUTER USE & ICT

It is important teachers understand that the computer/laptops/printers which are usually housed in classrooms **are not available** for Summer Program use as the ICT Department will be conducting their own maintenance/overhaul of equipment. Teachers who are running computer/digital based courses please ensure this is clearly described on the Teacher Application form. We will provide the computers on your behalf.

Courses must use the software that is currently licensed to and already installed on CIS computers. Teachers are to avoid websites that have no educational relevance or value. Please ensure students handle all computers carefully as they are lent by ICT to the Summer Program and are therefore **not covered under the Summer Program budget**. Unacceptable use and **accidents must be reported to the Office**.

COMMUNICATION WITH PARENTS

Student helpers will be updating the Summer Program website with daily live feeds and shall send a weekly newsletter home to parents. This will include student's work, comments and photos of activities. Please feel free to contribute your own photos, comments, etc!

COPIER MACHINES

Copiers are located in the room 4509 but we ask you consider the environment before printing excessively.

COLOUR CODED FLOORS - WALKING STUDENTS to SUMMER OFFICE

After each lesson we ask teachers to direct Primary aged students to the Summer Office - 3rd YELLOW floor. Student helpers will be waiting on the 3rd floor to sort out classes for the next session. Teachers of students aged 4-6 years **MUST** walk their students to the 3rd floor Summer Office after each lesson.

To help students and parents we have decided to color code the floors (rainbow).

Floor Number	Color Code	Shade
3 rd Summer Office	Yellow	
4 th	Orange	
5 th	Red	
6 th	Green	
7 th	Light Blue	
8 th	Dark Blue	
9 th	Violet	

DATES TO REMEMBER

Summer Program commences: Monday June 24th 2013

Summer Program ends: Friday 19th July 2013.

Public Holiday: Monday 1st July 2013 (Parents are not charged and thus teachers will not be paid for this day).

DISCIPLINE

Teachers should handle the minor discipline problems in their classroom. If a problem persists (or is severe) don't hesitate to involve the Director. Before problems become serious, talk to the student and Sumer Office personnel about the situation.

EMERGENCY PROCEDURES

Teachers are responsible for seeing students know what to do during emergency situations. Evacuation signs indicating the nearest exit are posted in each room.

School Lockdown: When notified to lock down, all teachers should:

1. Go immediately to the door of the classroom
2. Lock your door(s).
3. Check to make sure it's locked
4. Look up and down the hallway for students, making sure to pull any/all non-threatening students you see into your room
5. Once you have completed #4, pull the door shut
6. Place the students in an area of the room that cannot be seen from the doorway
7. Make sure there is NO talking or noises in your room (TV's and radios off)
8. Do not open your door for any reason.
9. Keep your computer on and close to you. You will be notified via email as to how to proceed.

Wet Weather:

The wet season in Hong Kong is between April and September, with typhoons from May to November. Depending on the severity of the weather schools may be closed. When this occurs, CIS uses email and calls parents. See the Summer Program website where messages alerts will be posted.

Stay informed about the current weather situation via the following sources:

- The Hong Kong Observatory - www.weather.gov.hk/contente.htm
- English-language: Radio 3 AM 567, 1584; FM 97.9, 106.8, 107.8
- Radio 4 FM 98.9 Radio 6 AM 675 (BBC World Service)
- Terrestrial - TVB Pearl, ATV World Now Broadband - Channel 376 or news channels.

To see if the school will be affected by potential closures, visit the Education Bureau at <http://www.edb.gov.hk> or the Hong Kong Observatory Information for Schools at <http://www.hko.gov.hk/school/main.shtml>. Below is a guide to the Rainstorm and Typhoon Warning Signals.

The Summer Program website will also post announcements on every page in the event of a potential school closure, including detailed instructions.

Rainstorm Warning Signals

Amber - Heavy rain is falling or expected to fall, exceeding 30ml per hour
No impact on school attendance

Red - Heavy rain is falling or expected to fall, exceeding 50ml per hour
If the signal is hoisted before normal school hours, the school is closed. If the signal is hoisted during normal school / working hours, students stay in school until the normal end of day or until it is safe to go home.

Black - Very heavy rain is falling or expected to fall, exceeding 70ml per hour

If the signal is hoisted before normal school hours, the school is closed. If the Black Rain signal is hoisted while school is in session, then students going home by bus transportation will be dismissed as soon as the buses become available.

Typhoon Warning Signals

Signal **No. 1** - School will operate as normal. Students aged 4-5 years of age will be sent home. Classes of older students operate as normal.

If the **No. 3 signal** is hoisted before school, children aged 5 and under should remain at home. All other grade levels operate as normal. If the No. 3 signal is hoisted during school hours, students remain at school and are dismissed at the normal time.

If the **No. 8 signal** is hoisted before school, all schools are closed and children remain at home. If the No. 8 signal is hoisted while school is in session, those going home by bus transportation will be dismissed as soon as the buses are available.

Evacuation:

1. You will hear the fire alarm. Gather the students in your class, ensure they are together and walk students to the nearest fire exit.
2. Walk silently to the CIS sports field at the end of Hau Yuen Path. Have your class line up on the field in front of you.
3. Student Helpers and Office staff will bring rolls/registers so you can check the students are present.

Other School Closure:

In the case of unforeseen closure an instruction card will be delivered to your room. You may be required to call parents and keep the students until busses/transportation is arranged. Teachers will not be able to depart until all students have gone home.

FILMS/MOVIES

All films or movies are to be previewed by the teacher. Movies/films should reflect your course description. G" or "PG" ratings can be shown. Please be sensitive to the cultural insights that movies provide, the language content that is beneficial for learners as we are dealing with students from a wide variety of backgrounds.

Please avoid showing the entire movie. It's easy to do this, and students will encourage it. The focus should be to create a context for further teaching or a foundation for class work and discussion.

HOURS AND TIMES

Students will arrive on campus up to half an hour early. They are usually very excited to start your class so please ensure you arrive on time.

LOST STUDENTS

A schedule/timetable will be printed and placed in each student's bags. If a student is lost please direct them to the Summer Office – 3rd fl. **Please refrain from directing a child to his/her next class as their printed schedule can very easily be out of date!** We have very motivated parents!

LOST AND FOUND

Please bring/send items left behind by students to the Summer Office e.g. bags, clothing, electronic equipment, purses, and jewelry. If any students ask about lost items, please direct them to the Summer Office.

SUPPLIES AND RESOURCES - CLAIMS

Please itemize items to be purchased on the Teacher Application form. The quantity, description, unit price, and total must be listed. Once a course is approved the facilitating teacher can purchase the items. Bring a fully itemized receipt to the Summer Office for petty cash claims. Please note that any fixed assets/re-useable resources will belong to the Summer Program.

STUDENT HELPERS

Student helpers are employed to assist only, not to teach. It is important they help with logistics and shepherd younger students around the unfamiliar campus rather than to be in your class on time. Teachers may request a dedicated helper for their class on the application form but this cannot be guaranteed. Teachers may also request a helper on-demand during the program, on an availability basis. Please call the Summer Office if you require an on-demand helper.

STUDENT WORK

Parents often request to see what their child produces during Summer Program (artwork, digital work, writing etc.) and we encourage you send work home with the students.