

ASC 101 – INTRODUCTION TO UNIVERSITY LIFE

INSTRUCTOR

SKILLS/RESPONSIBILITIES

- Developing Course Materials
- Monitor Student achievements
- Tracking attendance in Starfish
- Meeting with students to discuss their grade or course information (as needed)
- Confirm the course requirements and the learning outcomes are met
- Assessment of student's overall progress
- Evaluation of midterm and final grades
- Submitting student final grades and course syllabus at the end of the semester
- Attending new instructor training and beginning of the semester (summer)
- Knowledge of Blackboard from Instructor and student side

JOB DESCRIPTION

ASC 101 is an introductory course for incoming freshmen providing the students with an orientation to the university and its facilities, assisting them in developing solid academic skills, making them aware of culture and other resources in the surrounding community and helping them adjust to life as independent university students. The course is divided into three sections study skills, the common reading experience book and university life.

We are looking for mature candidates who are able to work as team members as well as independently. Interns must be patient, flexible, creative, efficient communicators and have a positive attitude to teach ASC 101 – Introduction to University Life. To include creating a syllabus, monitoring student achievements, assisting students in being successful as well as various study skills and strategies to reinforce academic performance and achieve academic success.

Experience creating eLearning materials, working with online technology and professional media recording along with the use of Blackboard are a plus.

What is ASC 101?

ASC 101 – Introduction to University Life is a one credit course that serves to orient students to the University as an institution in general and an institution of higher learning. In the class you and your students will get to know Cleveland State University, the people, services and offices, as well as discuss and engage students in strategies that will help each freshman become successful during their college career.

What is the time commitment?

As an Instructor your class will meet one day a week for 50 minutes. You must be able to commit to being available to teach for all 16 weeks.

How do I prepare for the class?

Session will be scheduled with Claudia Lilie. It will focus on how to create a syllabus and schedule, along with strategies to build a student centered classroom. You will be introduced to the common reading book and observe best practices to use in the classroom. Plus you will have the opportunity to meet and talk with other Instructors about the class.

What are the educational requirements?

Master Degree is required. Prior teaching or training experience is preferred.

Who do I contact for more information about teaching this course?

Claudia Lilie,
Coordinator, First Year Experience
c.lilie53@csuohio.edu or call 216-687-3734