

Position Listings

Working at Exploration

As you review the following position descriptions, bear in mind that every faculty member, regardless of position, is bound by the expectation to perform any and all of the unwritten tasks that are deemed necessary for the continued operation of the Program during the summer. These tasks may or may not fall within a specific job description. They may include being stationed at a safety checkpoint, cleaning up after an activity or performance, or any number of other tasks necessary to maintain the safety of the Exploration community and overall success of the Program.

AT EACH PROGRAM, THERE ARE MORE THAN 50 PLACES AVAILABLE FOR INSTRUCTOR POSITIONS

Instructor RA/DA

Typical Compensation: \$4,300 + Room and Board

(Compensation for this position ranges from \$3,950 to \$4,500, depending on number of courses and/or workshops taught.)

At least 2 years of college experience by the summer.

Instructors teach one or two courses and, depending on the Program, between one and two workshops each session. In addition, Instructors play a major role in residential and day student life. **Most Instructors are Residential Advisors (RAs) or Day Student Advisors (DAs) who supervise a living or day group.** In addition, Instructors also lead activities, athletics, and discussion groups. On trip days, Instructors lead students on off-campus trips such as whale watches, theater performances, and baseball games, or assist with on-campus workshops.

It is important for applicants to understand that the Instructor position is a three-part job at Exploration: teacher, advisor, and leader. On a typical day, an Instructor will spend approximately 3 hours teaching in a classroom setting and the rest of the day and evening supervising all aspects of student life: from helping students bus trays in the cafeteria to leading afternoon activities, taking attendance at check-in and living group events, and chaperoning an evening dance. Whatever students are involved in at Exploration, our Instructors are involved in, too – helping to ensure that every moment of the day can be a learning moment and, most importantly, that every child is safe, both physically and emotionally.

(At each of our Programs, a number of Instructors are hired to teach only one full course, in which case the Instructor salary starts at \$3,950.)

The Teaching Experience at Exploration

Exploration provides Instructors with a unique opportunity to teach academic courses and workshops in their major field of study or in areas of strong personal interest. With guidance from our Curriculum Department, Instructors design detailed curriculum plans for their courses and workshops during the winter and spring.

A limited number of Instructors may opt to receive undergraduate credit for teaching field experience at Exploration. Contact our faculty hiring coordinator (781.762.7400 or faculty_hiring@explo.org) for more information about this opportunity.

Focus Instructor RA

Compensation: \$4,300 + Room and Board.

At least 2 years of college experience by the summer.

Focus Programs are two-week programs that run parallel to the three-week general interest programs on each of our campuses. Focus Programs are designed for a smaller group of students who want a more intensive experience with a specific subject matter. Focus Program Instructors are hired for their expertise or experience with the subject matter of the Focus Program, as they will be teaching lessons and leading activities throughout the two-week program. In addition to standard classes, Focus Programs utilize extra field trips and guest instruction, which the Instructors are expected to help facilitate. In addition, Focus Instructors serve as Residential Advisors (RAs) and supervise a living group.

Exploration is looking for two to four Focus Instructors in the each of the following subjects::

On the St. Mark School campus for students entering grades 6-7

**Veterinary Science
Emergency Medicine**

On the Wellesley College campus for students entering grades 8-10

**Culinary Arts Focus Program
Sports Medicine + Orthopedics**

On the Yale University campus for students entering grades 10-12

Foreign Affairs

Like a regular Instructor RA/DA, Focus Instructors will lead activities, athletics, and discussion groups with their students; lead students on off-campus trips or assist with on-campus workshops during trip days; and spend evenings supervising all aspects of student life. During the two weeks in which the Focus Programs are not in session, Focus Instructors are assigned a variety of tasks to help facilitate needs of the other Programs happening on campus.

Visit focus.explo.org for more details about our Focus Programs. For further questions about the Focus Instructor positions, please contact the Focus Program Coordinator, Bre McKenna, at bmckenna@explo.org.

Position Listings

AT EACH PROGRAM, THERE ARE BETWEEN 4 AND 15 PLACES AVAILABLE FOR THE FOLLOWING POSITIONS

Program Assistant (PA)

Compensation: \$3,600 - \$3,800 + Room and Board.

At least 1 year of college experience by the summer.

PAs assist the Program in a wide variety of tasks. Sorting the mail, running errands, staffing the snack bar, copying and collating the daily schedule, filing, database entry, working at the front desk, assisting the shopper, taking students to the hospital, and answering phones are just a few PA responsibilities. In addition to office work, most PAs are also RAs or DAs and teach workshops. All PAs are involved in Program activities, trips, and other aspects of daily student life.

Residence Director (RD) / Day Director (DD)

Compensation: \$5,350 - \$5,500 + Room and Board.

At least 4 years of college experience by the summer.

Note: RD/DD applicants should have residential life experience.

Residence Directors and Day Directors work in pairs and report to our Dean of Students and Assistant Dean(s) of Students while overseeing all aspects of dorm and student life. RDs and DDs not only directly supervise student conduct, discipline, health, and safety, but also supervise RAs or DAs who are on the faculty. Every other night, RDs and DDs are in charge of supervising the campus in the late evening after students have checked in on their floors. RDs and DDs function as a resource to help RAs and DAs maintain order in the dorms and to handle student life issues on their floors. Varied responsibilities also include leading activities and trips during the extracurricular portions of the Program. In addition to work in the field, Residence Directors and Day Directors spend a significant amount of time communicating with parents, both in person and on the phone. Some Residence Directors and Day Directors also teach a workshop.

Curriculum Advisor (CA)

Compensation: \$5,300 - \$6,000 + Room and Board.

College graduates.

Note: CA positions require teaching experience.

Curriculum Advisors regularly observe courses and provide Instructors with direct feedback and guidance on their classes and teaching performance. In addition to being a valuable resource for curriculum development and teaching skills during the summer, CAs help Instructors procure supplies, set up classrooms, and coordinate special events for their courses. CAs also chaperone trips, take part in student activities, and perform other program tasks and duties as needed. During the winter and spring, CAs may work with the Curriculum Director to assist Instructors in developing, revising, and finalizing curriculum. Some pre-season work may be required. Most CAs are professional educators.

Administrative Positions

Compensation includes room and board, and varies depending on experience and position.

Administrative positions require extensive experience.

Each of our Programs fill a variety of administrative positions each year, including **Dean of Students, Associate/Assistant Dean of Students, Director of Curriculum, Assistant Director of Curriculum, Director of Programming, Assistant Director of Programming, Main Office Director, and Assistant Head**. These positions require extensive professional experience and qualifications. All administrators are expected to live on campus during the summer. If you are interested in learning more about available administrative positions, please contact the Faculty Recruiting Coordinator at 781.762.7400.

Position Listings

AT EACH PROGRAM, THERE ARE 1 OR 2 PLACES AVAILABLE FOR THE FOLLOWING POSITIONS

Office Manager

Compensation: \$4,300 - \$5,300 + Room and Board.
At least 2 years of college experience by the summer.

Office Managers work closely with the Main Office Director to ensure the smooth operation of the Main Office. Office Managers supervise office staff who assist with various office tasks, including answering phones, interacting with parents and students, maintaining the lost and found, distributing messages and faxes, facilitating student check-in and check-out, and keeping the Main Office clean and professional. The Office Manager may also conduct Program tours, communicate with other offices, and manage airport arrivals and departures. Office Managers do **not** have RA or DA responsibilities. While Office Managers occasionally participate in extracurricular activities and weekend trips (or teach workshops), they spend the vast majority of their time in the Main Office. Office managing duties are split between two Office Managers.

Athletic Director (AD)

Compensation: \$3,950 - \$4,300 + Room and Board.
 (Compensation varies based on experience).
At least 2 years of college experience by the summer.

The Athletic Director organizes and facilitates all aspects of athletics. Responsibilities include maintaining and monitoring the Program's inventory of athletic equipment, coordinating on-campus athletic clinics, and ensuring faculty and student understanding of Program expectations and guidelines for athletics (e.g. safety, use of equipment). Candidates with previous camp, teaching, or related experiences are preferred. Some ADs teach a class and have RA/DA responsibilities. At the Junior Program there are two AD positions.

Pool Director + Assistant Pool Director

Compensation: \$3,950 - \$4,300 + Room and Board.
 (Compensation varies based on experience).
At least 2 years of college experience by the summer.

This is a Junior Program-only position. The Pool Director is responsible for overseeing the daily operations of the pool, free swim periods, basic pool maintenance, and other staff lifeguards. The pool is used by students throughout the day, and the Pool Director is on-site at the pool for most of these activity periods. The Pool Director will have DA responsibilities, teach a workshop (usually swimming lessons), and participate in other activities, main events, and trips. Lifeguard certification is required; WSI (Water Safety Instructor) certification highly encouraged and preferred. The **Assistant Pool Director** assists with the duties of the Pool Director, as well as the responsibilities of a PA and a DA.

Supply Room Coordinator

Compensation: \$4,300 - \$4,800 + Room and Board.
At least 2 years of college experience by the summer.

This is an Intermediate and Senior Program-only position. The Supply Room Coordinator is in charge of stocking, organizing, and managing the Program supply room, which houses supplies for courses and extracurricular activities and events. The Supply Room Coordinator works with the Shopper(s) and is in charge of organizing supply requisition forms, overseeing budgeting, keeping accurate accounting records, keeping accurate inventory, and seeing that supplies are checked-out and returned in an orderly fashion. In addition to having excellent organizational skills, the Supply Room Coordinator should be a creative problem-solver, able to help faculty inventively solve supply problems as they arise. The Supply Room Coordinator is involved in some activities and trips, but most of the Supply Room Coordinator's day is spent working in the Supply Room. The Supply Room Coordinator may be required to stay an extra day to oversee Program inventory after second session is over. The Supply Room Coordinator is expected to work during pre-season in the Norwood office (and will be compensated for this work at an hourly rate).

Shopper

Compensation: \$3,600 - \$3,900 + Room and Board.
At least 1 year of college experience by the summer.

Although Exploration purchases many classroom and Program supplies prior to the summer, there are always a number of supplies that need to be purchased over the course of the summer. Working in conjunction with the Supply Room Coordinator, Shoppers spend their days hunting down and purchasing these supplies. Although Shoppers may be involved in some activities and trips, most of a Shopper's day is spent obtaining materials. This is a driving-intensive position; for insurance purposes, applicants for the Shopper position must have a valid driver's license and be at least 18 years old. The Shopper is expected to work during pre-season in the Norwood office (and will be compensated for this work at an hourly rate).

Explorer Production Assistant

Compensation: \$3,600 - \$3,800 + Room and Board.
At least 1 year of college experience by the summer.

The Explorer PA works primarily in the Programming office and assists in the design and production of the *Explorer*, a daily newsletter listing activities, locations, and notes for students at the Program. Experience with design applications like Quark and InDesign is helpful, but not required. Although Explorer PAs are involved in some activities and trips, most of an Explorer PA's day is spent in the Programming Office. At some Programs, the Explorer PA may have RA/DA responsibilities. At the Intermediate and Senior Programs, the Explorer PA may teach a workshop.

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Position Listings

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Website Journalist/Photojournalist

Compensation: \$4,300 + Room and Board.

At least 1 year of college experience by the summer.

The Website Journalists are in charge of creating, producing, and publishing all of the content on our summer websites (www.explo.org/resources/summer_sites). This is a highly creative and technical position which demands good photography, writing, and journalism skills. Some experience with HTML is helpful, but not necessary for candidates who are computer savvy. The Website Journalist is responsible for taking daily photos, recording and transcribing daily interviews, producing special web slideshows, formatting content into pre-designed templates, and publishing the site on Exploration's server. At the Junior Program there are two Website Journalists who also work as DAs. However, at all three Programs, our Website Journalists spend far more time documenting student life than facilitating it.

Banker

Compensation: \$4,300 + Room and Board.

At least 1 year of college experience by the summer.

Each student arrives at Exploration with a miscellaneous account from which trip and Program fees are charged. At the Junior Program, students may withdraw spending money from these accounts. Using a proprietary banking module in Exploration's registration software, Bankers maintain these student drawing accounts and keep track of student charges, withdrawals, and deposits. In addition to issuing and reconciling spending money for students, Bankers communicate with students and parents about the status of their accounts and are in charge of issuing and reconciling cash for various Program purchases. Bankers may be hired as DAs or RAs, but spend the majority of their day in an office capacity. Previous experience with account reconciliation and/or Microsoft Excel is helpful, but not required. The Banker at the Senior Program may also teach.

Trips Coordinator

Compensation: \$4,800 - \$5,350 + Room and Board.

(Compensation varies based on experience and Program.)

At least 2 years of college experience by the summer.

The Trips Coordinator is responsible for coordinating the logistics of all Program trips. Each Exploration Program sends out 20 - 30 trips a week. Duties include managing the student sign-up and assignment process, organizing and executing dismissal, coordinating transportation to and from trip sites, and confirming ticket reservations, and additional logistics for trip destinations. Therefore, applicants must be extremely organized and detail oriented. In addition, the Trips Coordinator trains staff in chaperone procedures and plans rainy-day and back-up options for cancelled trips. Experience with computers and FilemakerPro or other databases is helpful. At the Senior Program, there are two Trips Coordinators who may teach workshops.

Main Events Coordinator

Compensation: \$4,800 - \$5,350 + Room and Board.

At least 2 years of college experience by the summer.

This position is offered only at the Intermediate and Senior Programs. The Main Events Coordinators are responsible for coordinating the Program's evening Main Events. Main Events at the Programs range from an 80s cover band to carnival night to a speaker series. Main Events Coordinators work with the Directors of Programming to coordinate all necessary logistics, liaise with outside performers and vendors, advertise events, and answer questions about Main Events from students and parents. Main Event Coordinators may also teach courses or workshops.

IT Coordinator + IT Assistant

Compensation: \$4,300 + Room and Board.

(Compensation varies based on experience.)

At least 2 years of college experience by the summer.

During the summer, the IT Coordinator is responsible for setting up and maintaining several academic computer labs, a campus-wide LAN for administrative networking and printing, and OS X servers for file and database sharing. In addition, the IT Coordinator facilitates computer rental equipment delivery and return, troubleshoots network printing problems, and supervises database management and usage. The ability to diagnose, research, and solve novel computer problems is imperative for the IT Coordinator position, as is the ability to communicate clearly and prioritize quickly. Experience with FileMaker and/or Microsoft Access is strongly preferred. In addition, some IT Coordinators teach a class and often have RA/DA responsibilities. The **IT Assistant** is responsible for assisting with the duties of the IT Coordinator.

AV Coordinator

Compensation: \$3,600 - \$4,300 + Room and Board.

(Compensation varies depending on Program.)

At least 2 years of college experience by the summer.

The AV Coordinator is in charge of setting up microphones, speakers, lights, sound systems, and projection systems at assemblies and main events. The AV Coordinator is also responsible for organizing the sign-out of TVs, VCRs, DVD players, CD players, and digital video cameras for use by faculty in courses and activities throughout the day and maintaining an accurate inventory of supplies throughout the summer. In addition, some AV Coordinators have RA/DA responsibilities and some AV Coordinators may teach a course or workshop(s).

Registrar

Compensation: \$4,800 + Room and Board.

At least 2 years of college experience by the summer.

This position is offered only at the Senior Program. The Registrar is responsible for all student registration and enrollment management during the course of the summer. Duties include processing new student enrollments, withdrawals, and dismissals; refunds for trips, activities, and special events; and collection of outstanding balances due. The Registrar is a main point of contact for parents regarding account and registration questions, and also is responsible for communicating with and coordinating information from all of Exploration's summer departments and offices. The position demands excellent communication and organization skills. Prior office experience is preferred. The Registrar may also teach workshops.

Faculty Timetable

**November 1
Application Deadline** ★

Online Applications must be received no later than **November 1**. An earlier submission improves your chances of getting your top choices.

November - December
Faculty Selection

Throughout late November and early December, those selected for positions will be called. **Faculty must accept or decline a position within 24 hours of notification.**

January - June
Additional Faculty Hired

As needed, faculty will be hired in late winter and early spring to fill positions based on student enrollment.

June 25 - June 30
Faculty Orientation ★

All faculty are required to be present for the entire Faculty Orientation. Most Intermediate and Senior Program faculty move in on Monday, June 25. Junior Program faculty move in on Tuesday, June 26. (Note: some faculty are required to arrive between Saturday, June 23 and Monday, June 25.)

July 1 - August 11
EXPLORATION!!! ★

First Session students arrive on July 1; Second Session students depart on August 11. Enjoy it while you can, the Program will be over before you know it. On August 11, faculty remain on-campus to clean and pack the Program. A faculty dinner is held in the evening. **Faculty departure is Sunday, August 12 by noon.** Some faculty will be required to stay until Monday, August 13.

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October
**Campus Visits:
Faculty Information Sessions
and Interviews**

See our faculty hiring website for dates of specific campus visits. Please note: some faculty interviews will be conducted via phone.

January - June
Curriculum Work ★

Instructors set deadlines to work on their courses with Curriculum Advisors via internet. Instructors submit revised curriculum plans throughout the winter and spring. During the spring, instructors submit additional course materials including AV and supply requests.

Upon successful completion of pre-season curriculum work, faculty receive a stipend (to be paid as part of their summer salary) for their essential questions, curriculum maps, lesson plans, and course descriptions.

**ALL FACULTY MUST BE
AVAILABLE TO WORK FROM
JUNE 25, 2012
THROUGH
AUGUST 12, 2012**

Online Application

About our Online Application

Working at Exploration is a demanding job that requires versatile people with a wide variety of skills, abilities, and experience. Consequently, our Faculty Application is extremely thorough. You will find the online application broken into the following six sections:

Background Information

This section asks for personal information, academic history, Program and position preferences, and work experiences. Please note: **you will need to list contact information for a minimum of three employment references (and/or references from professors)** in order to complete this section of the application.

Teaching Preferences

Most Exploration faculty teach workshops during the summer. In this section you will identify workshops that you would be interested in leading during the summer. For applicants applying for course-teaching positions*, you will identify a minimum of three course subjects that you are interested in teaching (for each Program to which you are applying). Additionally, you will be asked to list your qualifications for teaching the course or workshop subjects you have selected.

*At all Programs, **Instructor RA/DA** is a course-teaching position. At certain Programs, the following positions may also be course-teaching positions: **Pool Director, Explorer PA, AV Coordinator, IT Coordinator, IT Assistant, Trips Coordinator, Main Events Coordinator, Main Office Manager, Registrar, Athletic Director, PAs, Banker.**

- > See pages 12-15 for a list of course and workshop subjects to be offered at each Program in 2012.
- > See pages 8-11 for information about formatting your qualifications.

Activities

A large part of each day at Exploration is devoted to activities. In this section, you are asked to indicate your skills, talents, and interests in the realms of athletics, visual arts, performing arts, and other extracurricular fields. We also ask you to identify the types of discussions and special events you would be interested in leading.

Personal Statement

The Exploration application is better at telling us what you do than who you are. Therefore, we ask that you include a written personal statement that will help us get to know you better and fill us in on anything our application might have missed. If you are applying for the positions of Residence Director or Curriculum Advisor, you will be asked to answer specific position-related questions with your personal statement.

Application Agreement + Waiver

The final section of the application authorizes Exploration to perform background checks on your application, including a sex offender registry information check, a criminal background check, and/or a consumer background check.

Note about InfoSnap

Our faculty application is hosted by InfoSnap, a leading provider of online application services. If you have any technical problems with the application process, contact InfoSnap directly for assistance.

email: customerservice@infosnap.com
phone: 301.986.1600 x 260

Note about COPPA

When you first log onto InfoSnap, you will be asked to create a new account and a new user for that account. During this process, InfoSnap will ask for your birthdate to verify your age, per COPPA (Children's Online Privacy Protection Act) regulations. Exploration does not ask for and will not receive information about your birthdate as part of the application process (other than a verification that you are over the age of 18). Exploration is an equal opportunity employer and does not discriminate because of race, color, religion, sex, sexual orientation, age, national origin, ancestry, marital status, disability, genetic information, veteran status, or any other class protected by law.

Course Selection Process

About Courses + Workshops

Courses and workshops at Exploration allow students to sample a breadth of academic and cultural studies. Courses at Exploration are offered in a broad range of disciplines and meet for twelve to fourteen class periods for a total of 15 to 16 hours of instruction depending on Program. Workshops range from athletic options to cultural explorations to scaled-down versions of our three-week courses. At the Junior and Intermediate Program, workshops meet for three 2-hour periods. At the Intermediate Program, workshops meet for five 1-hour periods. At the Senior Program, workshops meet for seven 1-hour periods.

In the course and workshop sections of the online application, each Program lists the courses and workshops for which they are seeking instructors in 2012. You are asked to identify on these pages a minimum of three courses and three workshops that you would like to teach during the summer.

Only applicants applying for course-teaching positions are asked to complete the course section of the application; all applicants are required to complete the workshop section. For your reference, a complete listing of available courses and workshops at each Program can be found on pages 12-15.

Formatting Your Qualifications

At the conclusion of each Program's page of course and workshop listings is a field which asks you to list your qualifications for teaching the courses or workshops you have selected. For each course/workshop you select, you should sort your qualifications into two sections: related coursework and applicable experience.

Related Coursework. In this section, list courses you have taken in college or high school that relate to the subject you are interested in teaching. Include course titles, dates, and a brief description of the course.

Applicable Experience. In this section, identify any certifications, awards, or recognition you have received in a particular field. Additionally, you should include any life experiences that might enhance your qualifications for teaching the course.

Because the text fields in InfoSnap have limited formatting capabilities, we ask that you adhere to the following formatting guidelines when submitting your course qualifications.

Include these subject headers (in ALL CAPS) with each qualification listing.

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NAME OF COURSE:¶
[name of course], [Explo Program offering the course]¶
¶
RELATED COURSEWORK:¶
[course #1 title], [course #1 date]: [course #1 description]¶
¶
[course #2 title], [course #2 date]: [course #2 description]¶
¶
APPLICABLE EXPERIENCE:¶
[experience #1]¶
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[experience #2]¶
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Separate your qualifications for different courses/workshops with 3 line breaks.

Please separate individual elements within your qualifications with an additional line break. NOTE: the first entry under a subject header should **not** have a line break.

Notes on Formatting Your Qualifications

- When listing qualifications for courses you would like to teach, **start your listings with the courses you are most interested in teaching.**
- Be sure to list your qualifications for every course or workshop you have selected.
- Each qualifications field has a character limit of 3000 characters (including spaces). If you need additional space for your qualifications, please mail additional documentation to Exploration with your signed Application Agreement and Waiver.
- We recommend you draft and edit your qualifications listing off-line in a word processing program, and then cut and paste your finalized text into the online application.

Qualification Examples

Applicant Example #1

NAME OF COURSE:
Public Speaking and Debate, JUNIOR

RELATED COURSEWORK:
Introduction to Public Speaking (high school), spring 2003: learned history, styles, and techniques of public speaking; gave weekly speeches on various subjects.

The Basics of Public Speaking (college), fall 2005: styles and usage of public speaking, well-known speeches and great speakers; final project was an original persuasive speech on conservation in the Alaskan National Wildlife Refuge.

APPLICABLE EXPERIENCE:
Member of my college debate team that competes in debate tournaments at various New England colleges. Won first place in the Bowdoin College Debate Tournament in spring 2006.

Ran for Student House of Representatives in high school, which included an election speech and a public debate between all candidates.

NAME OF COURSE:
Creative Writing, JUNIOR

RELATED COURSEWORK:
Poetry Composition, fall 2005: looked into styles of poetry and poetic devices, studied contemporary poets, wrote original compositions.

Op Ed writing seminar, spring 2006: investigated the subjective viewpoint and techniques used in persuasive writing; analyzed components of successful editorials and opinion pieces; wrote original opinion pieces about political issues and current events.

APPLICABLE EXPERIENCE:
Competitively selected for publication of creative writing piece in college literary journal, spring 2006.

Writing Project Mentor, a support service that offers assistance with writing and editing, fall 2006-present.

Work with elementary-aged children in an after-school help program. Generally help with writing assignments and read with them. 2004-2005.

NAME OF COURSE:
Journalism, JUNIOR

RELATED COURSEWORK:
Poetry Composition, fall 2005: looked into styles of poetry and poetic devices, studied contemporary poets, wrote original compositions.

Op Ed writing seminar, spring 2006: investigated the subjective viewpoint and techniques used in persuasive writing; analyzed components of successful editorials and opinion pieces; wrote original opinion pieces about political issues and current events.

APPLICABLE EXPERIENCE:
Sports columnist for high school newspaper, 2003-2005.

Entertainment review columnist, and assistance with copy-editing for college newspaper, 2006-present.

Competitively selected for publication of creative writing piece in college literary journal, spring 2006.

Writing Project Mentor, a support service that offers assistance with writing and editing, fall 2006-present.

Work with elementary-aged children in an after-school help program. Generally help with writing assignments and read with them. 2004-2005.

NAME OF COURSE:
Performance Art, JUNIOR

RELATED COURSEWORK:
Introduction to Performance Art, fall 2005: investigated evolution of performance art; studied different techniques and styles of various performance artists; created and performed original work with classmates.

Independent Study in Dadaism performance art, spring 2006: researched the work of Hugo Ball and Sophie Tauzer; looked into theory of Dadaism as a cultural movement, and how theory has evolved.

APPLICABLE EXPERIENCE:
Volunteer with community-based Children's Theatre, helping with auditions, rehearsals, and set design. Recent productions include Annie and Peter Pan, summers 2002-present.

NAME OF WORKSHOP:
Track and Field, JUNIOR

RELEVANT COURSEWORK:
None.

APPLICABLE EXPERIENCE:
Captain of indoor and outdoor track team; competed in sprint events and hurdles.

Member of my college track team; run the 4x400 meter relay and compete in long jump and triple jump; won Coach's Award last season for hard work and competitive spirit.

NAME OF WORKSHOP:
World Cooking, JUNIOR

RELEVANT COURSEWORK:
"Cooking around the world" two-day workshop with community education program, June 2005.

APPLICABLE EXPERIENCE:
None, yet.

NAME OF WORKSHOP:
Fantasy Writing, JUNIOR

RELEVANT COURSEWORK:
Poetry Composition, fall 2005: looked into styles of poetry and poetic devices, studied contemporary poets, wrote original compositions.

Op Ed writing seminar, spring 2006: investigated the subjective viewpoint and techniques used in persuasive writing; analyzed components of successful editorials and opinion pieces; wrote original opinion pieces about political issues and current events.

APPLICABLE EXPERIENCE:
Competitively selected for publication of creative writing piece in college literary journal, spring 2006.

Writing Project Mentor, a support service that offers assistance with writing and editing, fall 2006-present.

Work with elementary-aged children in an after-school help program. Generally help with writing assignments and read with them. 2004-2005.

NAME OF WORKSHOP:
Model Rocketry, JUNIOR

RELEVANT COURSEWORK:
none, yet.

APPLICABLE EXPERIENCE:
I have always had an interest in building model rockets, since I first built one in a high school physics class. In my free time, I have built rockets from kits, and recently from scratch. I have taught my little brother to build rockets as well.

Qualification Examples

Applicant Example #2

NAME OF COURSE:

Applied Physics, INTERMEDIATE

RELATED COURSEWORK:

High School Honors Physics, spring 2003

Advanced Placement Physics, fall 2004: studied motion, forces, conservation laws, light, heat, electricity, quantum theory, the atomic nucleus, and elementary particles

Physical Foundations of Engineering I, fall 2005: engineering design, simulation and experimentation

Modern Physics, spring 2005: biological physics, cosmology, nanophysics, nuclear physics, particle physics, and relativity

APPLICABLE EXPERIENCE:

Member of the American Society of Civil Engineers

Tutored high school student in Physics, fall 2005 - present

NAME OF COURSE:

Go Cart Design + Construction, INTERMEDIATE

RELATED COURSEWORK:

Calculus Based Physics, fall 2004: studied dynamics, thermodynamics, electro-magnetism, wave motion, optics, atomic and nuclear physics. This class also had a lab component

Mechanics, Electricity, and Magnetism, spring 2005: electrostatic fields and potentials, electrical properties of insulators, semiconductors and metals, magnetic fields and forces, and electro-magnetic induction

Electrical Engineering Design, spring 2006: developed basic electrical circuit element models, signal representations, and methods of circuit analysis

APPLICABLE EXPERIENCE:

I am currently involved in the design of a Baja car

Competed in a Society of Automotive Engineer's design competition

Built and raced pinewood derby cars in middle school

NAME OF COURSE:

Forensic Science, INTERMEDIATE

RELATED COURSEWORK:

General Chemistry, spring 2005: course focused on composition and structure of matter, chemical reactions, bonding, solution chemistry, kinetics, thermodynamics, equilibrium, acids and bases, and electrochemistry

Organic Chemistry, fall 2005: fundamental types of organic compounds, classification, preparations, reactions, and general application. This class also had a lab component

General Biology, spring 2006: studied basic biological processes in cells and the relationships between organisms and their environment

APPLICABLE EXPERIENCE:

Worked as a lab assistant and performed techniques such as gel electrophoresis, DNA sequencing, and DNA extraction, fall 2005

Never miss an episode of CSI or Forensic Files

NAME OF WORKSHOP:

Robotics, INTERMEDIATE

RELATED COURSEWORK:

Robotics - high school: worked with variable speed motors, motion and resistance sensors, basic motor and gear ratios, and programmable controls.

Calculus Based Physics, fall 2004: studied dynamics, thermodynamics, electro-magnetism, wave motion, optics, atomic and nuclear physics. This class also had a lab component

Mechanics, Electricity, and Magnetism, spring 2005: electrostatic fields and potentials, electrical properties of insulators, semiconductors and metals, magnetic fields and forces, and electro-magnetic induction

Electrical Engineering Design, spring 2006: developed basic electrical circuit element models, signal representations, and methods of circuit analysis

APPLICABLE EXPERIENCE:

Worked as an assistant in Robotic Design Studio, fall 2006

NAME OF WORKSHOP:

Sailing, INTERMEDIATE

RELEVANT COURSEWORK:

none

APPLICABLE EXPERIENCE:

Learned to sail when I was 5

Sailed in peanut class, moved on to Capris 14.2 and larger

Taught sailing at a summer day camp at Ocean Yacht Club for two seasons

NAME OF WORKSHOP:

Moviemaking, INTERMEDIATE

RELEVANT COURSEWORK:

Introduction to filmmaking, spring 2005: studied basic elements of screen writing, filming, directing, and editing

Advanced Filmmaking, fall 2005: Emphasis on film theory, camera placement, editing, and sound design

APPLICABLE EXPERIENCE

Proficient in Avid and Casablanca

Wrote, produced, and edited 3 shorts

Wrote, produced and edited a 45 minute documentary on the living wage

NAME OF WORKSHOP:

Bookmaking, INTERMEDIATE

RELEVANT COURSEWORK:

Took an adult continuing education bookmaking class, spring 2006

APPLICABLE EXPERIENCE:

Proficient in the following binding techniques: Japanese accordion, antique, flexible, lockstitch, whipstitch

Bookbinding and Scrap booking have been a hobby of mine for 4 years

Taught a bookmaking workshop at Girls, INC.

Qualification Examples

Applicant Example #3

NAME OF COURSE:
West African Dance, SENIOR

RELATED COURSEWORK:
West African Dance I & West African Dance II, Fall 2004 – Spring 2005: Learned authentic dances and songs from West Africa.

West Africa: Culture and Society I, Fall 2005: A chronological and interdisciplinary study of the cultures and societies of West Africa.

West African Dance, Fall 2005: Further studied dance forms including: Soli, Yankadi, Sorsonet, Cinte, Koukou, and Tiriba.

APPLICABLE EXPERIENCE:
After taking West African Dance for a year I decided to study abroad. I spent the fall 2005 semester abroad in Guinea where I took both academic and dance courses. While there I was also able to attend various dance and drumming performances.

NAME OF COURSE:
Dance Composition, SENIOR

RELATED COURSEWORK:
Dance Composition I & Dance Composition II, Fall 2003 – Spring 2004: Choreography of solos, duets and group works.

Ballet I & II, Fall 2003 – Spring 2004: Classical ballet technique/theory introduced at an elementary level.

Analysis of Rhythm from a Dancer's Perspective, Spring 2006: Introduction to the understanding and needs of a dancer in order to maintain his/her instrument and better understand his/her psychological approach to dance.

West African Dance I & West African Dance II, Fall 2004 – Spring 2005: Learned authentic dances and songs from West Africa.

West Africa: Culture and Society I, Fall 2005: A chronological and interdisciplinary study of the cultures and societies of West Africa.

West African Dance, Fall 2005: Further studied dance forms including: Soli, Yankadi, Sorsonet, Cinte, Koukou, and Tiriba.

APPLICABLE EXPERIENCE:
As a dance major I have a broad range of dance coursework that enables me to teach a composition class that includes elements of modern, jazz, ballet, and dance theory.

I teach introductory and advanced modern dance at the neighborhood YMCA to predominantly female students between the ages of eight and eleven.

NAME OF COURSE:
Intro to Latin American Studies, SENIOR

RELATED COURSEWORK:
Historical Emergence of the Caribbean, Spring 2006: Studied the historical development, patterns of conquest, colonization and European settlement of the Caribbean from the Conquest to the mid-twentieth century.

Introduction to Latin American Cultures, Fall 2003: Examined the confrontation, assimilation, and transformation of Amerindian, African, and European cultures in Latin America from the sixteenth century to the present.

APPLICABLE EXPERIENCE:
My mother was a diplomat. Hence, I have lived in Costa Rica, Columbia, and Uruguay. I am also considering Latin American studies as my minor.

NAME OF WORKSHOP:
Undead! Zombies in Literature, SENIOR

RELATED COURSEWORK:
The Victorians: 19th-Century British Literature, Fall 2009: Studied the works of Jane Austen, Lewis Carroll, Charles Dickens, and the Brontë sisters.

From Frankenstein to Grendel: The Monsters of Literature, Spring 2010: Learned how such writers as Mary Shelley and Bram Stoker created their monsters, playing on the fears of their time.

The Lyre of Orpheus: Gods + Prophets in Ancient Greece, Fall 2009: Starting with the myth of Orpheus, learned about the Greek portrayals of good and evil, holy and grotesque.

APPLICABLE EXPERIENCE:
During my junior year, I followed my passion for British literature to Cambridge University, where I studied 18th and 19th-century literature in-depth, with a special focus on ghosts and monsters.

NAME OF WORKSHOP:
Human Rights: Gender Issues, SENIOR

RELATED COURSEWORK:
The New Leaders: Women, Microloans, and the Reshaping of Third-World Communities, Fall 2009: learned how microeconomies are helping women change their lives and communities.

The McDonaldization of America: Nostalgia for an Era that Never Existed, Spring 2010: Studied how our collective perception of the "idyllic 1950s" has warped our understanding of gender roles in American culture

Hot Commodity: The 21st-Century Slave Trade, Fall 2009: Studied economic, legal and ethical ramifications of the human trafficking of women and children across the globe

APPLICABLE EXPERIENCE:
Between my sophomore and junior years of college, I was a Summer Fellow at the The Polaris Project, a leading U.S. organization combating all forms of human trafficking. My work concentrated primarily on engaging and educating members of the media on human-trafficking issues and raising awareness about human trafficking.

NAME OF WORKSHOP:
French for Travelers, SENIOR

RELATED COURSEWORK:
Advanced French Language + Conversation, Fall 2009: Increased my grammar and conversational skills by studying the more complex tenses, phrasing, and idioms.

Dada + La Belle Époque: 19th + 20th-Century French Literature, Spring 2010: Studied the literary culture of France by diving into the classics, from André Gide to André Malraux, from Baudelaire and Sartre to de Beauvoir and Camus.

The Folly of France: From the Eiffel Tower to the Pompidou, Spring 2010: How does architecture help shape national consciousness? In this class, I learned how great architectural risks helped shape France into the culture we know today.

Les Francophones: French Life + Culture, Fall 2009: From films and cuisine to wine regions and customs, I studied all of the greatest aspects of France.

APPLICABLE EXPERIENCE:
Following my study-abroad year at Cambridge University, I took a three-month intensive summer course in Paris, focusing on language, writing, and conversation. We also spent each weekend traveling to a different region of France, sampling the local flavors and familiarizing ourselves with the local customs and sights.

Junior Program 2012

Courses

Courses at the Junior Program consist of twelve 1-hour-and-15-minute periods, for a total of 15 hours of instruction over the duration of a session. To get a sense of what Junior Program courses look like, we encourage you to review our course descriptions from last summer <www.explo.org/junior/courses>. Although the Junior Program tends to offer a similar range of course options year to year, we always offer a few new courses each summer.

Below is the list of courses for which the Junior Program is seeking Instructors in 2012:

visual + performing arts

Drawing
Comic Book Art
Sculpture
Painting
Digital Photography
Ceramics
Video Production
Broadcast Journalism
Storytelling
Drama + Acting
Improvisational Theater
Musical Theater
Theater Technical Arts
Computer-Aided Music Design
Dance + Choreography
Stage Combat + Theater Effects
Magic
Stop Motion Animation
Guitar

humanities

Public Speaking + Debate
Journalism
Creative Writing
English for Speakers
of Other Languages
Italian Language + Culture
Building a Medieval Empire
Paleontology + Archaeology
Shakespeare + Stage Combat

politics, law, business

Criminal Law / Mock Trial
Creating an Island Nation
Comparative Government + Politics
International Conflict Resolution
Business
The Stock Market
Advertising/Marketing
Secret Service + Security
Espionage

math, science, engineering

Cryptography
Mechanical Engineering
Electrical Engineering
Catapults + Medieval Engineering
Computer Programming
Web Design
Lego Engineering
Robotics
Woodworking
Pinewood Derby
Hovercraft Physics
Aerodynamics + Aerospace
Physics
Chemistry + Physics
Chemistry
Forensic Science
Pond Ecology
Wilderness Survival
Medicine
Veterinary Science
Science of Cooking

Workshops

Workshops at the Junior Program consist of three 2-hour periods for a total of 6 hours of instruction.

Below is a list of workshops for which the Junior Program is seeking instructors in 2012:

Painting
Sculpture
Jewelry Making
Summer Spa
Paper Arts
Textile Arts
Stained Glass
Cake Decorating
World Cooking
Improv
Theater Special Effects

Drumming/Percussion
Woodworking
Beginning Model Rocketry
Geocaching
Sustainable Engineering
Web Design
Dissection
Karate
Baseball
Basic Tennis
Coed Soccer

Basketball for Girls
Basketball for Boys
Lacrosse + Field Hockey for Girls
Lacrosse for Boys
Touch Football
Ultimate Frisbee
Swim Lessons
Canoeing + Kayaking
Cheerleading
Ballet
Yoga

Street Hockey
Street Luge
Archery
Fencing
Team Building Games
Chess
Casino Math
Murder Mystery Design
Track + Field
EMT + First Aid

Intermediate Program 2012

Courses

Courses at the Intermediate Program consist of twelve 1-hour-and-15-minute periods, for a total of 15 hours of instruction over the duration of a session. To get a sense of what Intermediate Program courses look like, we encourage you to review our course descriptions from last summer <www.explo.org/intermediate/courses>. Although the Intermediate Program tends to offer a similar range of course options year to year, we always offer a few new courses each summer.

Below is the list of courses for which the Intermediate Program is seeking Instructors in 2012:

business, law, politics

Creating a Business
Mock Trial
Model United Nations
World Economics
Stock Market
Restaurant Management
Culinary Arts
Video Advertising
Criminal Justice
Sports Management

sciences

Forensics
Hands-on Physics
Physics of Sports
Chemistry
Psychology/Neurology
Medical Careers
Chemistry of Food
Science of Baking
Wilderness Survival + Camping

design, engineering, math

Architecture
Interior Design
Go-Cart Design + Construction
Robotics
Model Vehicle Engineering
Aeronautical Engineering
Role-Playing Game Design
JAVA Programming + Processing Programming
Video Game Design
Mechanical Engineering
Civil Engineering
Computer Engineering

performing arts

Acting
Improvisation
Sketch Comedy
Performance Art
Learning, Writing, + Playing Rock Music
Hip Hop Dance
Latin Dance
Musical Theater
A Capella/Pop Choir
Acoustic Guitar + Songwriting
Costume Design + Theatrical Makeup

visual arts

Fashion Design
Video Production/Music Video Production
Digital Photography
Graphic Novels
Abstract Painting
Figure Drawing + Expression
Non-Traditional Sculpture
Guerilla Art
General Art Survey

humanities, language, social sciences

Debate
Blogging + Journalism
English for Speakers of Other Languages
Creative Writing: Short Stories
Creative Writing: Fantasy
Writing Children's Books
Italian Language + Culture
Japanese Language + Culture
Sports, Society, + Media

Workshops

Workshops at the Intermediate Program consist of three 2-hour periods for a total of 6 hours of instruction.

The following is a list of workshops for which the Intermediate Program is seeking instructors in 2012:

Soccer	Track + Field	Stage Combat	Italian Cooking
Basketball	Rugby	Circus Skills	Competitive Cooking
Volleyball	Sailing	Magic + Illusion	Desserts + Baking
Baseball	Canoeing	Digital Photography	Robotics
Softball	Kayaking	Digital Photoshop Studio	Electronics
Touch Football	Ballroom Dance	Intro to Acoustic Guitar	GarageBand (music software)
Ultimate Frisbee	Hip Hop Dance	Soap + Shampoo Making	Woodworking
Competitive Swimming	Cheerleading	Jewelry Making	Engineering Challenges
Water Polo	Pilates	Sewing Basics	Strategy Games
Tennis	Yoga	Graffiti Art	Treasure Hunting + Orienteering
Squash	Musical Theater	Painting	Outdoor Camping
Lacrosse	Acting 101	Cartooning	First Aid/CPR
Archery	Improv	Interior Decorating	

Senior Program 2012

Courses

Courses at the Senior Program consist of fourteen 1-hour-and-10-minute periods, for a total of 16 hours and 20 minutes of instruction over the duration of a session. To get a sense of what Senior Program courses look like, we encourage you to review course descriptions from last summer <www.explo.org/senior/courses>. Although the Senior Program tends to offer a similar range of course options year to year, we always offer a few new courses each summer.

Below is the list of courses for which the Senior Program is seeking Instructors in 2012:

performing arts

Acting + Directing
Oral Interpretation + Dramatic Reading
Musical Theater
Guerilla Theater
Songwriting
A Capella
DJ-ing/Music Production
Hip Hop Dance
Modern Dance
Ballroom Dance
Rock Performance
Improv Comedy

business, law, + world affairs

Advertising + Marketing
Public Speaking
Debate
Mock Trial
Law, Controversy, + the Constitution
Economics
Investment Methods
International Economic Development
Introduction to Business Management
Model United Nations
Political Media Studies
Public Relations of Revolutionaries
Music Business + Marketing
Religion, Politics, + the Law
Ethics in Criminal Justice
World Issues
Globalization

visual arts

Architecture
Interior Design
Film Editing
Documentary Filmmaking
Film Studies
Painting
Drawing
Sculpture
Photography
Photojournalism
Digital Imagery
Graphic Design
Fashion Design
Sustainable Fashion Design
T-Shirt Design + Marketing
Public Art

humanities + social science

Personality + Behavioral Psychology
Abnormal Psychology
Criminal Psychology
Developmental Psychology
Social Psychology
Sports Psychology
Intro to Philosophy
Philosophy of Relationships
Philosophy + Theology
Gender Studies
International Human Rights
Hip Hop as Revolution
Psychology + Sociology of Addiction
Sociology of Fashion
Sociology of Celebrity
Sociology of the Childhood Obesity Epidemic

writing + language

Print Journalism
Broadcast Journalism
Public Speaking
Personal Essay Writing
The Art of the Op-Ed
Screenplay Writing
Satire + Parody in Media + Culture
Creative Writing
Fantasy + Science Fiction Writing
Mythology
Interactive Storytelling
Fan Fiction
American Sign Language
English for Speakers of Other Languages

science, engineering, + math

Anatomy + Physiology
Forensic Science
Environmental Chemistry
Immunology
Behavioral Neuroscience
Biomedical Ethics
Biomechanics of Sports
First Aid/Rescue
Intro to Java Programming/Processing
Nanotechnology
Mechanical Engineering
Sustainable Engineering
Genetic Engineering
Professional Math
Cryptography
Catapults
Physics of Motion
Philosophy of Physics
Strategic Thinking in Games
The Science of Fear
Molecular Gastronomy
Mathematics for Financial Survival

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Workshops

Workshops at the Senior Program consist of seven 1-hour periods for a total of 7 hours of instruction.

The following is a list of workshops for which the Senior Program is seeking instructors in 2012:

Soccer	Shakespearean Improv	Psychology of Harry Potter
Basketball	Stage Make-Up	Sociology of The Hunger Games
Tennis Basics	Cake Decorating	Sociology of Historical + Modern Gangs
Women's Field Hockey	Herbal Remedies	Nonverbal Communication
Beginning Women's Lacrosse	Eco Art	Deaf Culture
Flag Football	Paper Arts	CPR/AED Certification
Rugby	Jewelry Making	Marine Biology
Ultimate Frisbee	Digital Self-Portraiture	Oil Spill! Impact + Mitigation
Track + Field	3D Visual Effects for Games and Film	2012: Ways to Eradicate Life on Earth
Fencing	Glass Mosaics	Cardio Geek
Squash	Gallery Studies	Human Rights: Gender Issues
Badminton	Science of Art	International Conflict Resolution: Military Coup
Lawn Games	WXPLO: Radio Broadcast	Arabic Politics + Culture
Quidditch For Muggles	Dance in Film	Children's Rights + the Law
Team Building + Leadership	OMG 411: How Virtual Communication is Changing Language	Child Exploitation: Child Soldiers
Water Polo	Poetry of Hip Hop	International Conflict Resolution: Natural Disaster
Synchronized Swimming	Zombies in Literature	Event Planning
Yoga + Pilates	Character Studies in Literature	Business Etiquette
Zumba	The Beat Generation	Logic + Strategy Games
Capoeira	Witches, Demons + Vampires	Chess
Karate	Pulp: The Culture of Noir	Bridge
Intro to Music Composition	Cell Phone Videos	Interview Skills
Show Choir!	Travel Writing	Street Smarts: The Art of Urban Navigation
Ballet	The Macabre	Social Entrepreneurship
Social Dance For Beginners	Anime + Japanese Culture	Investing on a Budget
Swing Dancing	Concert Production	
Latin American Dance	Intro to Spanish (For Travelers)	
Breakdancing	Carnival and Caribbean Culture	
Dance For Athletes	The Way of the Samurai	
Movement Improvisation	Stress Management Techniques	
African Dance	Consumer Culture	
Step Dancing	Peaceful Negotiation: Mediation	
Audition Skills		