

# THE EXPERIMENTAL COLLEGE (EXCO) INSTRUCTOR AND COURSE APPLICATION PACKET FALL 2007



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## **WHAT IS EXCO?**

Begun in the Spring of 2006 by Macalester students as an alternative to the inequalities and injustices of higher education, EXCO strives to offer the Macalester and surrounding community the opportunity to teach or learn in a space open to alternative education and all kinds of knowledge, including and beyond academic knowledge.

*Everyone can teach or take a class, and all classes are free.*

### **Vision**

We believe education is a powerful tool for social change, one that can build equality and justice in our community when we value the knowledge of each and every person, particularly those whose voices have been historically marginalized.

### **Goals**

- \* To expand the definition of education
- \* To increase opportunities for lifelong teaching and learning
- \* To deepen and strengthen communities and community ties and to build a community around critical, engaged, experimental, and community pedagogy in the Twin Cities
- \* To recognize education as a force to create equality and justice

### **Community**

EXCO is dedicated to creating a community around teaching and learning for social change and holds a variety of events including info sessions, potlucks, teacher meetings, skillshares, etc, for this purpose.

Thanks for your interest in EXCO! We hope you have an enjoyable, exploratory and fun EXCO experience!

# EXCO TEACHER APPLICATION INFO SHEET

*Priority Deadline for Applications: Friday April 6<sup>th</sup>*

## **How the application process works:**

There are two steps:

- 1) Fill out our two page **Application** (this packet) which includes:
  - a. Course Title
  - b. Course Description
  - c. Time/Place
  - d. Budget Request form
  - e. Your Experience in this Area/Your Teaching Experience
- 2) After receiving consent from the organizing team and budget we ask that you send us your:
  - a. Course goals
  - b. Course Outline (that outlines what you will do each week)

The final deadline for applications is September 1<sup>st</sup>. **Teachers who want to receive honorariums are strongly encouraged to apply for the Priority Deadline, Friday April 6<sup>th</sup>.**

## **How to Make Your EXCO Class a Success**

### **Recommended Workload:**

Most classes run once a week on evenings or weekends, and have up to an hour or so of homework. Some classes are more demanding but it is important to take into account people's schedules when you plan your classes.

### **Doing Outreach:**

Doing your own outreach is a crucial part of ensuring a successful EXCO experience. While the EXCO Organizing Team will do all we can to spread the word and get people to take your class, the most successful classes are always the ones where teachers do their own outreach, both because they are their best advocates and because they are typically are the best connected to the communities and groups to which their class applies.

### **Plan Ahead:**

Just like any other task that is a lot of work, teaching works best for everyone if you plan ahead, stick to a plan, establish clear class goals, and so on. And while you know this, people tend to appreciate the repetition of this advice by the time the end of the semester rolls around.

# THINGS TO KNOW WHEN TEACHING FOR EXCO

## Teacher Responsibilities:

Once a course is approved, instructors are responsible for the following (besides teaching):

- Coming to the EXCO Info Session to solicit students
- Submitting a final list of students and emails to the EXCO organizing team
- Verbally communicating EXCO news to students
- Attending anti-racist training and other trainings
- Evaluate the EXCO experience and pass on your advice to the EXCO organizing team

## You're in Control!

Want to know how many weeks your class should run? Want to know how many students you can enroll? Want to know what you should teach? At EXCO we believe that teachers should have full control of their classes and its working, insofar as it abides by our mission statement and its commitment to anti-oppression. While we will run workshops to help you think about teaching, and our teacher liaisons would love to help you figure these and other issues out, you should know that you have full control over your class and how it runs and we encourage you to use this freedom to the fullest.

## About \$\$\$:

We ask teachers to give their time on a volunteer basis. Those who cannot teach without some support may apply for an honorarium. **If you are going to apply for an honorarium please make sure to submit an application including their budget request form, by the PRIORITY DEADLINE, Friday April 6<sup>th</sup>.**

Last semester honorariums ranged from \$200-300 and were restricted to those who are not currently salaried employees in the university system. We may also be able to provide limited funding for supply costs (see budget request form).

## Website:

We have a website where students can register for classes and where we can publicize course information. If you wish you can also use the website to put a course schedule online, upload readings, conduct course discussions, etc.

## Timeline:

Saturday, March 24<sup>th</sup> at 6pm All EXCO Potluck

**Friday, April 6<sup>th</sup> PRIORITY DEADLINE FOR APPLICATIONS + BUDGET REQUESTS**

Saturday, September 1<sup>st</sup>: Final Deadline for Course Applications

Thursday, September 13<sup>th</sup>: EXCO Infosession

Monday, September 17<sup>th</sup>: EXCO Courses Begin!

Monday, October 8<sup>th</sup>: Course Lists Due

All EXCO Potlucks and Trainings for teachers to be planned!

## Questions? Contact the Teacher Liaisons!

We have two teacher liaisons that will work with you and do their best to get the materials, space, and student group that best suit you.

# EXCO APPLICATION FORM

Title of Course: \_\_\_\_\_  
(No abbreviations, please.)

Instructor #1 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

Instructor #2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Course description to be printed in the EXCO Course Catalogue:

(Please keep this to 100-300 words. You may wish to include workload, skills to be covered, prerequisites, etc)

## Time and Place Info:

1. Time of your class, which day(s) and at what time(s):
2. Place, where will you hold your class?

*It is often possible for us to find space for you on Macalester's campus though we would prefer for you to hold your class off-campus at your local library, community center, residence, coffee shop, etc. (If however you want us to find space on Macalester's campus please indicate your needs for the space).*

## Your Experience: (feel free to attach your responses)

1. What is your experience in this skill/body of knowledge? How did you acquire the interest and skill in this subject area? How long have you been involved? (maximum 300 words)
2. Have you had any experience sharing knowledge with others? If so, in what form? What challenges might you envision facing as an EXCO teacher, and what strategies are you using to make this class particularly successful? (maximum 300 words)

## EXCO Budget Request Form

Each semester EXCO has a limited amount of money budgeted for use by instructors to cover necessary course expenses. If you will need to purchase materials for your course, please read this sheet carefully (you may want to photocopy this page for future reference). Budget requests have no impact on the likelihood of a class being approved or rejected.

You will be able to trade receipts for supply money at the EXCO Infosession or throughout the semester. Honorariums will be received at the end of the semester. If either of these conditions are a problem please talk to a teacher liaison and do what they can to work with your situation.

**Course Title:** \_\_\_\_\_

**Instructor Name(s):** \_\_\_\_\_  
\_\_\_\_\_

EXCO has a **limited amount of funds** to distribute among the courses needing supplies, copying, materials, etc. Indicate the amounts you are requesting in each of the following areas. .

CATEGORY	DESCRIPTION	REQUEST (\$)
Teacher Honorarium (please include info about what you do, amount necessary for you to teach, etc)		
Copies (number of pages at 5 cents a copy)		
Books & Movies		
Reusable Supplies		
Other		
Outside Funding (specify)		
	<b>Total Request:</b>	

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_