

THE EXPERIMENTAL COLLEGE (EXCO)

COURSE APPLICATION PACKET: SPRING 2008



Table of Contents:

About EXCO.....	1
Teach Application Info-sheet and Timeline.....	2
Making Your Class a Success.....	3
Your Relationship with EXCO.....	4
The Application Form.....	5
Budget Request Form.....	6

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 Twin Cities' communities 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.

COMMUNITY

In addition to running classes, EXCO is dedicated to creating a community around education for social change. We hold a variety of events for this purpose including info sessions, potlucks, teacher meetings, and skillshares.

Completed applications can be emailed to excotc@gmail.com. You can also call: 651-696-8010 or mailed to: EXCO and Jason Rodney at 1600 Grand Ave, St. Paul MN, 55105.

EXCO TEACHER APPLICATION INFO SHEET

Priority Deadline: Thursday November 1st, 2007

Final Deadline: Monday, January 7th, 2007

How the application process works:

There are a few simple steps when applying to teach:

- 1) Fill out our very brief **Application** (this packet) which includes:
 - a. Course Title
 - b. Course Description
 - c. Time/Place/Dates
 - d. Budget Request form
 - e. Your Experience
 - f. Yes/No on Outreach Planning

The final deadline for applications is **Monday, January 7th**. Funding priority is based on need and is first come, first serve. We strongly recommend that those requiring funding apply prior to the Nov 1 priority deadline.

- 2) We will notify you if we accept your application and let you what budget we can offer you
- 3) You then confirm whether or not you will be teaching with the given budget
- 4) Once confirmed we will send you an information packet which includes an outreach plan form to guide you through doing outreach, and information on the class schedule and upcoming events

Questions? Contact the Teacher Liaisons

Jason Rodney, 216-408-6535, jasonrodney@gmail.com

Deb Chaulk, 651-696-6068, chaulk@macalester.edu

Important Dates:

- ❖ October 24: Tips/Tricks for Teaching an EXCO Class, Macalester College Campus Center 215, 4:45pm
- ❖ November 1: Priority Deadline for Teacher Applications
- ❖ November 8th: Outreach training/pizza party, 5:30-7:00PM, 4th floor Old Main, Macalester College
- ❖ November 17: EXCO Community Potluck, 1-3pm, Place TBA
- ❖ January 7: Final Deadline for Teacher Applications
- ❖ Mid-January Anti Racist Training, TBA
- ❖ January 29: EXCO Infosession
- ❖ Classes begin the week of January 30th

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How to Make Your EXCO Class a Success

Finding students!

Classes that get enough students to run have teachers that connect with potential students in their communities and with those groups likely to be interested in the class topic.

Encouraging people in your networks to take your class is an essential part of making it a success.

We at EXCO do all we can to let people know about your class but teachers are their own best advocates. If you don't feel prepared to find students please contact excotc@gmail.com or call David at 651-212-0727 and we'll work together to make an outreach plan and make your class a success.

Think about your students:

When thinking about your class you are well advised to think about your desired students, their availability, time, and location.

Choose a space that is accessible to your desired students. Choose a time and day that will likely work for people.

Most classes meet on evenings or weekends, and run once a week for 10 weeks. Most classes have an hour or so of homework though classes can be much more intensive then this if they are clear about the workload and connect with those interested in taking it on.

Donations:

While we do have a budget (which is why you fill out a budget request form), if you are enthusiastic, able, and willing (yay!) or want to guarantee that your class is funded you can raise money for your honorarium, supplies, or EXCO in general by getting folks to donate to tax deductably to EXCO. Questions? Contact our treasurer Aaron Rosenblum at arosenblum@macalester.edu or 267-337-3091.

Plan Ahead!

Teaching is work! Plan ahead! Establish clear goals! The clearer you are the better your class will be.

WHAT YOU NEED TO KNOW WHEN TEACHING FOR EXCO

Teacher Responsibilities:

- Attend anti-racist training and other teacher activities
- Come to the EXCO Info Session to share about your class and solicit students
- Submit a final list of students and emails to the EXCO organizing team
- Verbally communicate EXCO events to students
- Submit course evaluations and pass them on to the EXCO organizing team along with your advice

How Registration Works:

Registration can happen in three ways.

- 1) Students can contact you directly and ask to be in your class or attend the first day of class with the hope of taking it.
- 2) Students can register for classes online at www.EXCOtc.org, and we will send you their contact information. If you register your class on our website we can give you the privilege to send emails to your class through the website.
- 3) Students can sign up at the EXCO Infosession, and we will send you those contacts the weekend after the Infosession.

About Money:

Teachers are volunteers. However, we are committed to providing honorariums for those who couldn't teach without. Last semester we were able to provide up to \$300 in addition to supply costs for classes. *If you are going to apply for an honorarium we strongly suggest that you submit an application that contains a budget request form as early as possible, ideally by the November 1st priority deadline.*

To reimburse you for supply costs we need receipts, and can trade you receipts for money at the Infosession, Potlucks, other events, or if those don't work email excotc@gmail.com or call our teacher liaisons to setup a time that works for you. Honorariums will be received at the end of the class if the class runs in its entirety.

Website:

Our website is www.EXCOtc.org. Students can register for classes online. Courses, events, news, and contact information are published there. It can also be a tool for you to email your class, list a schedule or post readings, etc.

If you wish to use this online aspect, register for your course and contact our InfoTech Officer, Miriam Larson, mlarson@macalester.edu or 651-231-5202. Our website is www.EXCOtc.org.

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EXCO APPLICATION FORM

Title of Course: _____
(No abbreviations, please.)

Instructor #1 Name: _____	Instructor #2 Name: _____
Address: _____	Address: _____
E-mail: _____	E-mail: _____
Phone: _____	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, Place, and Dates:

1. Time of your class, which day(s) and at what time(s):
2. Length of your class, how many weeks will it run? From _____ to _____. (Most classes will begin the week of Sunday, January 30th)
2. Place, where will you hold your class?

We are building a database of spaces you can contact to hold your classes for free but we have just started this effort so we encourage you to think about what would best suit your class! Contact dboehnke@gmail.com for details.

Your Experience: (feel free to attach your responses)

1. What is your experience in this skill/body of knowledge (For posting on the website: 300 words max)
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? (for our info, maximum 300 words)

Outreach Plan (circle one): I understand that teacher outreach is a key component of making my class a success. I am unsure how to do this and would like to work with EXCO to create an outreach plan:

Yes No

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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 at potlucks 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 they'll 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 (\$)
Do you need an honorarium to teach? If so, please explain, and list an amount necessary in the request box.		
Copies		
Books, Movies, and other Reusable Supplies		
Other		
Outside Funding (from other sources)		
	Total Request:	

Signature _____ **Date** _____

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