

Please **READ** first!



at Slippery Rock University of Pennsylvania

INSTRUCTIONS for ILR CLASS PROPOSALS

Section

A

Timeframes & Length of Class Sessions

1. A **Class** generally has 1- 8 **SESSIONS** (meetings).
2. Each **SESSION** lasts 1-2+ hours. Many of our members travel significant distances, Therefore, we prefer longer sessions over multiple sessions.
3. Facilitators/Instructors are encouraged to register free-of-charge for the **Wind-Up Picnic**, which is held in early June.

Section

B

Days, Times, and Locations

**Scheduling can be quite challenging.*

*We appreciate your cooperation in being as flexible as possible with your availability.**

- 1&2.** ILR students prefer activities between **10 AM-4 PM, Mondays thru Thursdays.**
3. Please indicate any dates or times that you are **NOT available** to teach.
 - ▶ **Fall Term:** begins the **2nd Monday of Sept.** and ends before **Thanksgiving.**
 - ▶ **Spring Term:** begins the **2nd Monday of March** and ends the **last week of May.**
4. Please indicate if you are willing to teach a **2ND section** (same information, different time), if there is a large waiting list for your first class.
5. Both classrooms have **identical** AV equipment.
 - ▶ The larger classroom, **Room 114**, is lecture-style seating (**max. 30**).
 - ▶ The smaller classroom, **Room 108**, has a conference table (**max. 20**).

Section

C

Costs to Participants in Your Class

- 1-3.** ILR dues are for office expenses/overhead. If you expect expenses over \$1-\$2/person for duplicating/other supplies, please indicate a '**materials fee**' for that class. The ILR can reimburse you for materials you provide (receipts needed) or students can pay you directly.
4. Please indicate which method of reimbursement you prefer.

Section

D

Instructor Bios & Class Descriptions

- ▶ **Instructor Bios** (50 words or less) will appear in the catalog. Please introduce yourself, sharing your education and interests relevant to the topic on which you will be presenting.
- ▶ **Class Descriptions** (50-100 words) will appear in the catalog. Please share what the students will be learning in class. Make this interesting and enticing.

ADDITIONAL INFORMATION

Level and Format:

- ▶ ILR members are well-educated and mentally sharp. Activities may include suggested readings, but no exams or required assignments.
- ▶ Formats that encourage active participation are well-received.

ILR Policy re: Instructors Who Represent a Business:

ILR members and instructors/facilitators **may not** use class meetings, rosters, or membership lists to **actively solicit clients/customers** for a company or individual business. Class participants are free, of course, to inquire further on their own about products or services or to give their explicit consent to be placed on a business' mailing or call list.

WHAT'S NEXT?

1. Please mail, email, or deliver the completed proposal to the ILR office for approval. Unless you hear otherwise, your proposal has been accepted. No news is good news!
2. Within 4 weeks of the proposal deadline, you will receive an Instructor/Facilitator **Verification Letter** in the mail. If you will be away at this time, please make alternate arrangements with the ILR office.

This will include:

- a. The SCHEDULE indicating the date(s) and time(s) of your class;
- b. The Final INSTRUCTOR BIO as it will be printed in the catalog;
- c. The Final CLASS DESCRIPTION as it will be printed in the catalog;
- d. FINAL INSTRUCTIONS – Please read carefully.

The VERIFICATION LETTER must be reviewed and the ILR must be notified of corrections or approval within one week of receipt.

We reserve the right to cancel any classes for which we do not receive timely confirmation of the schedule and descriptions.

PLEASE DISCARD THESE INSTRUCTIONS, FOLD THE CLASS PROPOSAL FORM IN HALF, SECURE, STAMP, AND MAIL TO THE ILR. Thank you.