

ALIR INSTRUCTOR APPLICATION FORM

2023 Spring Term

2/6/2023 – 5/5/2023

Deadline for submitting application: Noon, Monday Oct. 31

Please submit a separate application for each course to be taught

APPLICANT'S NAME _____

(You may include title, degree, etc. if desired)

Applicant's address _____ City/zip _____

Applicant's email _____ Phone _____

Co-Instructor (for 12-week classes only) _____

Emergency Contact _____ Phone _____

PROPOSED CLASS TITLE _____

Teaching options: _____ Online, using ZOOM _____ In-person at NEISD building _____ Both

- _____ 12-weeks (Feb.6 – May 5; no classes the week of March 13-17)
- _____ First 6-weeks (Feb.6 – March 24; no classes the week of March 13-17)
- _____ Second 6-weeks (March 27 – May 5)
- _____ Either 6 weeks
- _____ Flex Friday **3-week courses only**. Select the 3-week section you want:
 - (A) 2/10, 2/17, 3/3 (C) 3/31,4/14, 4/21
 - (B) 3/3, 3/10, 3/24 (D) 4/21, 5/5, 5/12

Maximum number of students _____

Please indicate how you plan to handle any absence:

Substitute Name: _____ Phone _____ Email _____

Will you be using DVD(s)/movie(s)? Indicate name and source (Great Courses, Discovery, PBS, etc.):

SPECIAL ONLINE INSTRUCTOR INFORMATION

All online instructors must host classes over ZOOM using a paid ZOOM license. Other ALIR online instruction protocols and standards will be covered in a pre-term instructor meeting.

Give a brief description of the proposed class for the catalog. Include any requested supplies or fees, before-class preparation, or prerequisites and, if using a book, its title, author and ISBN number.

(Descriptions may be edited for length or clarity.)

CHOOSING YOUR PREFERRED DAY AND TIME

Instructors select their preferred class day and time through **SignUpGenius**.

You'll be emailed a link to set up your class within 48 hours after submitting this application to Rhonda McRae, ALIR Facilitator. The email will contain detailed instructions for using this easy process to lock down your day and time in **SignUpGenius** and will contain contact information for help if needed.

Email links will be sent in the order in which applications are received. The best way to get your preferred class day and time is, of course, to submit your application in a timely manner to receive your link. Questions? Contact Kelleigh (Karen) Lewis *karensyl53@gmail.com* for on campus classes, or Karen Burns *karenburns760@gmail.com* for online classes.

SIGNATURE _____ **DATE** _____

Additional comments or special needs for your class? _____

Applications can be picked up at ALIR (Tesoro building) from Rhonda McRae (210-407-0167) or accessed at <http://www.neisd.net/Page/875> (click on "Instructor Application for Spring 2023.") or at the ALIR website www.alirsanantonio.org.

Once complete, submit your application to **rmcrae@neisd.net**, or bring or mail your application to:

ALIR/NEISD Community Ed Learning Center
Attention: ALIR Curriculum Committee
8750 Tesoro Drive
San Antonio TX 78217

We always try to do our best to please instructors-- thanks for all your effort!