

## Application Guidelines

Please make sure that you submit ALL necessary forms either through email [exco@oberlin.edu](mailto:exco@oberlin.edu), or to our office, Wilder 302. (Do not submit this sheet)

### New Course

Course has never been taught, or hasn't been taught in at least 4 years

- New Course Application** – Required.
- Instructor Application** – Required. One for **each** instructor, done individually. Submit even if you have taught a different ExCo before.
- Syllabus** – Required. Detailed 12-week syllabus outlining your course. **This is the most important part of the application.** See “How to Write a Syllabus” on our website, under Apply to Teach, for help.
- General Recommendation** – Cannot be from a co-instructor, please use the form on our website. Only required if you have not taught any ExCo in the past 4 years.
- Faculty Recommendation** – If you are a student at Oberlin College. If not, submit two General Recommendations. Please use the form on our website. Only required if you have not taught any ExCo in the past 4 years.
- ExCo Fair Application** – Not required, but encouraged. Many ExCo courses use a short application or audition to create a specifically coherent class. If there is no application of this sort, your ExCo students **MUST** be chosen by a random lottery. If you will be using an application form, attach it to your New Course Application.

### Old Course, Old Instructor

Course has been taught in the past 4 years, instructor has taught **this course** in the past 4 years.

- Course Renewal Form** – Required.
- Updated Syllabus** – Required. Up-to-date 12-week syllabus outlining your course. You may work from the course's old syllabus, or make a new one. See “How to Write a Syllabus” on our website, under Apply to Teach, for help.

## Old Course, New Instructor

Course has been taught in the past 4 years, instructor has not taught **this course** in the past 4 years.

- Course Renewal Form** – Required.
- Instructor Application** – Required. One for **each** instructor, done individually. Submit even if you have taught a different ExCo before.
- Syllabus** – Required. Detailed 12-week syllabus outlining your course. **This is the most important part of the application.** See “How to Write a Syllabus” on our website, under Apply to Teach, for help.
- General Recommendation** – Cannot be from a co-instructor, please use the form on our website. Only required if you have not taught any ExCo in the past 4 years.
- Faculty Recommendation** – If you are a student at Oberlin College. If not, submit two General Recommendations. Please use the form on our website. Only required if you have not taught any ExCo in the past 4 years.
- ExCo Fair Application** – Not required, but encouraged. Many ExCo courses use a short application or audition to create a specifically coherent class. If there is no application of this sort, your ExCo students **MUST** be chosen by a random lottery. If you will be using an application form, attach it to your New Course Application.

## Application Information

- Anyone can apply to teach an ExCo – students, faculty, staff, and community members.
- If you have not taught in the past 4 years, you will be given a brief, 15-minute interview. Information about these interviews and how to sign up for one will be released a few weeks after the application deadline.
- Instructors receive credit up to one more credit than the course is offered at. So, if you teach a 1-credit class, you may register to receive either 1 or 2 credits for teaching the course.
- You do not have to register as an instructor to do your PRESTO duties of consenting and grading students. For community members, these duties are done by a student liaison of your choosing.