** Date: \_\_\_\_\_\_\_\_**

**2023 PILLAR Class Proposal Form**

**Please return the following completed pages to PILLAR at** [director@pillarinstitute.org](mailto:director@pillarinstitute.org)

**1710 Briargate Blvd., Suite 847, Colorado Springs, CO 80920**

***WHY TEACH FOR PILLAR?*** *Join other retired or current college professors, educators, and other talented professionals who teach for PILLAR. The rewards for teaching for PILLAR are innumerable. Many PILLAR presenters have reported that their classes have been the richest teaching experiences of their lives.  PILLAR class participants are intelligent, vibrant, and engaging.  In addition, for many instructors, this is an enjoyable time to teach without grades, homework, papers, or exams while having lively discussions with class participants who enjoy learning.*

As a small nonprofit, we cannot afford to pay our talented instructors. However, PILLAR would like to offer 3 free classes in the same term for which the instructor is teaching and hope it will add to the overall teaching experience. **Email the director to register for the 3 free classes**.

**Policies**: PILLAR classes are intended to be learning experiences for our participants. Classes are not intended to be client recruiting or selling opportunities for business products or services. Thank you for understanding.

**Handouts**:  Email any handouts to the director no more than a few days before the class and they will be emailed out to the participants.

**Taping of classes**: Some of the classes will be taped for participants who cannot view the class at the appointed time.

**PILLAR Classroom Technology:** The PILLAR classroom is set up with a fully hybrid Windows based computer system. Please bring your presentation materials on a flash drive. A host will set up all of the technology for you. Do not bring your laptop.

All classes will run through the PILLAR hybrid system. It consists of 3 laptops and 2 cameras, as well as the sound system, that are interconnected. Do not unplug or adjust any of PILLAR’s systems or the projection screen, as it will affect other components of the hybrid system.

**Internet:** Internet is accessible in the PILLAR classroom/office. The PILLAR computer is hardwired to the Internet. There is also Wi-Fi for tablets and phones.

**PILLAR Classroom Hosts**: You will have a host to assist you with the PILLAR technology and/or Zoom.

**PILLAR Classroom Equipment:** Projector, Projection screen, Windows laptop, DVD/CD player, slide advancer, microphone system with speakers, HDMI cables, white board and markers, podium, and side table.

**COVID Safety**: PILLAR is committed to COVID safety for its mature population. Currently, the COVID precautions include vaccination and optional masks. Any questions, please ask the PILLAR Executive Director.

**PILLAR Classroom Location**: From Academy Blvd. turn on Jamboree, enter the north Chapel Hills Mall entrance by Dillards and Aladdin Rug Gallery, and walk straight ahead to PILLAR. Please arrive at least 15 minutes before the appointed class time.

**Presentation**

**Presentation Title (for the catalog):**

**Short class description for the catalog: (PILLAR reserves the right to edit when necessary.)**

**Brief Presentation Outline:**

**Scheduling**

**Class length:** 90 minutes long with no break.

**Days:** Monday through Thursday, 11:15-12:45 (lunch and learn) or 1:30-3pm

Bottom of Form

**Months Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dates Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YouTube video \_\_\_ Live Music \_\_\_ CD Music \_\_\_ DVD Player \_\_\_**

**Handouts \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor Bio Information**

***Current Contact Information for our office. (Please Type)***

**Name:**

**Address:**

**City/State: Zip Code:**

**Phone Number: Cell Number:**

**Email Address:**

**Last Degree Received:**

**Major:**

**Where received: ­­­­­­­­­­­­**

**Next Degree:**

**Major:**

**Where received:**

**Relevant Work/Volunteer Experience:**

***Thank you for volunteering to teach for PILLAR Institute for Lifelong Learning***

1710 Briargate Blvd., Suite 847, Colorado Springs, CO 80920

719-633-4991

[info@PillarInstitute.org](mailto:info@PillarInstitute.org) 11/15/2022