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

**PILLAR Hybrid Class Proposal Form**

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

***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. **Email the director to register for the classes**.

**Policies**: PILLAR classes are intended to be learning experiences for our participants and not 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**: Classes will be taped for participants who cannot view the class at the appointed time.

**References**: Either cite your references per slide/photo/quote or at the end of the PowerPoint.

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**Choice of teaching venue:** You may teach in the PILLAR classroom or through Zoom.

**Zoom Technology:**  If you choose to teach via Zoom from home, your computer should be connected to the Internet with an Ethernet cable to the modem. Zoom takes lots of bandwidth and it can be interrupted if the Internet strength is low. Turn off all other WiFi devices. A Zoom practice will be set up before your class.

**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 Zoom technology. The hybrid system 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. You will be able to see and hear the participants at home and the participants in the classroom.

**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 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 Presentation Description (for the catalog): Please give a description of your presentation for use in our catalog. (PILLAR reserves the right to edit when necessary.)**

**Brief Presentation Outline:**

**Scheduling**

**Class length:** 1.5 hours long with no break. (Because of COVID and Zoom, there will be no break)

**Time:** 10:00am – 11:30pm

**Days:** Tuesday, Wednesday, or Thursday mornings

Bottom of Form

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

**Presentation: In-Person teaching \_\_\_\_or Zoom teaching (from home)\_\_\_\_**

**Zoom Experience (only if using Zoom): Expert \_\_\_\_Novice \_\_\_\_**

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

**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:**

**Demographics: Please answer the questions below to help us distinguish who our members, instructors and volunteers are. This enables us to apply for grants. The personal information is not for public dissemination. Only the numbers of each category are distributed to grantors. Thank you.**

**Is your birth year between: Education Level: Individual Income Level:**

1916-1925 \_\_\_\_ GED/High School \_\_\_\_ $25,000 and below \_\_\_\_

1926-1935 \_\_\_\_ Some College \_\_\_\_ $25,000 -$50,000 \_\_\_\_

1936-1945 \_\_\_\_ College graduate \_\_\_\_ $50,000 and above \_\_\_\_

1946-1955 \_\_\_\_ Graduate work and beyond \_\_\_\_

1956-1965 \_\_\_\_ **Veteran Status:**

1966-1975 \_\_\_\_ Veteran: \_\_\_

1976-1985 \_\_\_\_ Veteran Family Member: \_\_\_

1986-1995 \_\_\_\_ Non-Veteran: \_\_\_

1996-2005 \_\_\_\_

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

10/4/21