### Illinois-Logo-Full-Color-RGB Education Justice Project

# For-Credit Course Instructor Application for the Spring 2023 or Fall 2023 Semester

## Electronic Application Due October 3, 2022

Contact Laura Giffin, Credit Course Coordinator at [giffin.laura@gmail.com](mailto:giffin.laura@gmail.com) if you have any questions

## Introduction

Thank you for considering applying to teach a course with the Education Justice Project. Course instructors are part of the backbone of our program and we greatly value your interest. Higher education in prison is associated with many benefits for students, instructors, and the wider community, both at UIUC and beyond. Please feel free to contact us if you would like further information about our work, or if you have questions as you complete this application.

We expect to offer in-person for-credit courses this upcoming academic year.

However, due to the ongoing pandemic, there is always the possibility that in-person instruction and programming at the Danville Correctional Center could be interrupted. If selected, it may be that we ask you to adapt your course to a correspondence course for a part or the entire semester. We can provide resources and support in making any changes needed to your course in order to meet your and your students’ needs in the changing COVID context.

Instructors may apply to teach a 16-week full-semester course (3-credits) or a 10-week course (2-credits). EJP’s schedule aligns with the Urbana-Champaign academic calendar. In-person classes can be held in classrooms at Danville Correctional Center in the mornings (8:30-11:30am), afternoons (1:30-4:30) or evenings (5-8pm). Each class meets once a week.

We especially seek applications for upper-division courses (300- and 400-level). However, we will also accept applications for lower-division courses, especially if they are in subjects unlikely to be covered by the standard community college curriculum.

EJP does not have a degree program, so there are no courses that we are seeking to offer as part of a curriculum. We are open to any subject and enjoy being able to offer a wide range of disciplines and perspectives. EJP offers certificates in the Humanities, Educational Studies, and TESL (Teaching English as a Second Language). We especially welcome courses that are likely to fulfill certificate requirements. At the same time, please bear in mind that some courses are better suited, or more easily adapted, to the restrictive environment of the prison than others. If you have questions about what types of courses can be taught at the Danville Correctional Center, or how you might adapt a course to meet these more restrictive requirements, please feel free to reach out and we’d be happy to talk with you more about your options.

## Job Description

Instructors are responsible for the following:

* **Course Design and Instructional Materials** - including syllabi and assignments, choosing books, assembling readers and other materials, determining course reserve content (if any), teaching and grading. You will not be told what or how to teach—although we will offer plenty of feedback, as well as support and consultation for teaching in this special environment. T.A.’s are not available. **All course materials will be due at least 60 days before the beginning of the semester** in order to ensure that the materials are approved by the prison in time for the start of the semester.
* **Working with other EJP programs** - A crucial part of the course instructor’s work is teamwork. As part of the EJP community, you are asked to work closely with tutors, who provide support to your students between class meetings; the writing and STEP workshop coordinators, who provide workshops that support your students; the EJP community librarian; and the computer lab coordinator. The Credit Course Coordinator will work with you to facilitate these collaborations.
* **Attending required trainings, syllabus workshop, and for-credit course meetings** – if you are new to EJP, there is a mandatory orientation at the prison and two EJP orientations to complete. All EJP members are also required to attend at least one critical climate initiative each year.
* **Track and Submit Attendance Records** – all instructors must track the attendance of their students for EJP program tracking and “good-time” purposes.
* **Communication** – Write up a summary of your course experience at the prison on the EJP’s intranet portal within 48 hours of each class; Stay on top of all communication including regularly checking and responding to emails.

The Credit Course Coordinator will support you throughout the semester in both navigating the unique teaching environment and any other general instructional support needs.

## Print Correspondence Course Information

If you are seeking to teach a course and it turns out that we need to offer your course through print correspondence, here are some key differences to consider.

* **Instructional Materials** - All instructional materials (e.g., readers, books, and course packets) will be due at least 60 days before the beginning of the semester *including* all weekly assignments and detailed instructions for those assignments.
* **Resource Availability** - in a typical semester, you would be asked to work closely with tutors, the EJP community librarian, and the computer lab coordinator. However, during a correspondence course, these student support programs would not be available for students if in-person programming has been postponed. Additionally, there will be no guarantee that students will have contact with one another as they may be in quarantine. The EJP staff will support you throughout the semester to help navigate these changes.
* **Student Capacity** - EJP typically caps courses at 15 students. For print correspondence courses, you can choose the minimum and maximum number of students that most appropriately fits your course. This change is in recognition that some instructors might feel that, given the amount of extra work they would have to put in to redesign a course, they'd like for their work to have maximal impact if there is a large demand. That said, roster caps are still completely appropriate in cases where the format/subject matter is very grading intensive.
* **Courses can be Credit/No Credit.**

## Compensation

We can offer course instructors a $3,000 for a 15-week course and $2,000 for a 10-week course. Team-teaching is welcome. Because we understand that team teaching does not “half” the workload but, in some ways, multiplies it, each instructor receives the appropriate amount for a given course.

## Criteria

We look for instructors who are expert in and passionate about their subject matter; who are mature and excited about this unique learning environment; and who can commit the time to fashion and enact a great course for our students. If you fit these criteria and are eligible to teach for-credit University of Illinois courses, we hope you will apply. Eligibility to teach for-credit University of Illinois courses means having a terminal degree. In most cases this is having an PhD or being an All But Dissertation (ABD) status graduate student. In certain fields, such as fine arts, the terminal degree is a Masters.

All applications are welcome. However, because EJP aims to create a supportive learning environment for our incarcerated students, we especially encourage applications from individuals whose backgrounds align with those of our students. This includes members of racial minority groups, first-generation degree holders, and individuals from low socioeconomic status backgrounds. Please note that the educational offices are on the second floor of the prison and that there is no elevator.

According to Illinois Department of Corrections (IDOC) policy, if you are formerly incarcerated within Illinois or are actively visiting a friend or family who is incarcerated in IDOC, it is unlikely you will be able to receive IDOC clearance. Unfortunately, this is beyond our control.

## Application

The deadline for applications is **October 3, 2022,** to teach in the prison during the 2023-2024 academic year. Interviews will be as soon after receipt of application as possible.

Please submit your electronic application [here](https://hipaa.jotform.com/222328091910147). The electronic application includes requesting the following:

1. A **cover letter** that shares:
   1. Whether you are applying to teach a course for Spring 2023 or Fall 2023;
   2. Your teaching background;
   3. A brief description (topics/themes) of one or two courses that you’d like to teach. No need for details at this point;
   4. Why you would like to teach for the Education Justice Project;
   5. At least three references.
2. A **CV**.

We know that there are many opportunities for you to work for projects on campus and in the community, and we are grateful that you have expressed an interest in working with EJP.

Thank you.

**Education Justice Project**

**1001 S. Wright Street, Champaign IL 61820**

**217-300-5150**

[**info@educationjustice.net**](mailto:info@educationjustice.net)

[**www.educationjustice.net**](http://www.educationjustice.net)