



Washington University in St. Louis

THE PRISON EDUCATION PROJECT

Course Information Form

Please complete all sections highlighted in blue.

1						Your Information					
Name:						Semester/Year Planning to Teach:					
Email:						PEP shares an internal directory with program administrators, tutors and faculty. Would we be able to include your cell phone information in that directory?					
Cell Phone:						Yes			No		
2						Time Preferences					
			I prefer to teach once a week, but can teach twice a week if need be.			Each 3-credit course should have at least 37.5 contact hours. Spring and Fall instructors should expect to begin and end their courses per the dates given on the UCollege academic calendar, which can be found at ucollege.wustl.edu/events/academic-calendar. Summer faculty may consult the UCollege calendar, but should confirm below the course dates that will work with their schedule.					
			I prefer to teach twice a week								
			I can only teach once a week.								
Rank			Preferred Teaching Days and Times								
1						Available teaching slots: Monday-Friday, 8:00 a.m. - 10:50 a.m. Monday-Thursday, 1:00 p.m. - 3:50 p.m.					
2											
3											
Scheduling Notes											
Is there anything else we should know about your schedule? If so, please include it below.											
For Summer Faculty:											
Requested first day of class:						Requested last day of class:					

3	Course Information		
Title:		Credits:	
Course Description			
<p style="text-align: center;">Have you submitted your syllabus to prisonedproject@wustl.edu?</p> <p style="text-align: center;">Even you only have a preliminary syllabus, we will need it to ensure proper course attribution.</p>			
4	Course Materials		
<p>PEP provides all course materials for our students free-of-charge. The process of requesting donations, ordering books, payment and delivery to our MECC students is time-consuming. Therefore, we ask that you please submit your course material requests as soon as you are able. If you would like to have a course reader made yourself, PEP will reimburse you for any expenses. We would ask that you deliver your readers to us for transport to MECC at least 10 business days before the start of the semester.</p>			
Will you need a course reader for your class?		Will you need to show PowerPoint presentations during class?	
Book Orders (Author Last Name, Title)		Book URL or ISBN	
Comments, Questions or Extra Book Orders:			