Dear Prospective Instructor,

We are glad to hear of your interest in teaching with the ASUW Experimental College. Our organization prides itself on being one of the largest student-run programs of its kind. As it is run by University of Washington students, the office staff is constantly changing and working hard to improve the quality of our classes. We are looking for educated, organized, and motivated instructors who will be an asset to the organization.

The Experimental College offers two types of classes, One Night Wonders and Adult Continuing Education. One Night Wonders are classes which meet one time only, imparting a valuable experience to students. All other classes are considered to be Continuing Education classes, which comprise the vast majority of our catalog. Prospective instructors are invited to send in proposals for either type of class. There is no limit to how many classes you may propose. However, we usually only accept one class for each new instructor their first quarter teaching.

In order for your class to be considered by the Experimental College, you will need to complete the New Instructor Application, which can be submitted through our website at www.exco.org/teach. Please take the time to read through the following information carefully and determine whether you will be an appropriate fit. Our staff is happy to answer any questions you may have about the College or the New Instructor Application process. Our office timeline runs on a quarterly cycle, and the staff is always preparing the upcoming catalog. Please plan your time and application process accordingly.

The following information will provide you with a better understanding of our organization and some guidelines for tailoring your application. The Assistant Director is in charge of reviewing New Instructor Applications, but with input from others on staff. Please consider him/her to be your best resource in this process. Additionally, the Assistant Director chairs the New Instructor Application selection committee, in which various staff members will participate and contribute to the decision.

Please allow up to one month after the due date for the Assistant Director to get back to you regarding your application. If you submitted your proposal just after a deadline, your application may not be considered until the following quarter.

Thank you for your interest in the Experimental College! We look forward to hearing from you soon. Please contact us if you have any questions or concerns.

Best Wishes,

The Experimental College Staff

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Information for New Instructors

Who Are We?
The Experimental College was founded in 1968 by University of Washington students seeking an experimental education not traditionally found in a University classroom. The ASUW Experimental College with the Associated Students of the University of Washington is the largest student-run nonprofit of its kind. Our classes are affordable, not for credit, and fall into nineteen different categories. The range in classes allows students to explore their interests and knowledge. Each quarter the Experimental College publishes and distributes thousands of catalogs throughout the Seattle area and revamps our website with the current class listings. We offer hundreds of classes conveniently located on the UW campus, in the University District, and at other locations in the Seattle area.

Who Are Our Students?
Our students have as much variety as our instructors and classes, with age ranges from 18 to 80, and geographical locations from Canada to Portland. Anyone from the general public can take an Experimental College class, but UW undergraduates, graduates, and professional students receive a discount as the Experimental College is a part of the ASUW. The Experimental College focuses many marketing efforts on UW students, but still advertises significantly to the general public. About one third of Experimental College students are UW students and two thirds are general public.

Who Are Our Instructors?
Our instructors are competitively chosen by our staff and represent all facets of our local and University community. Anyone with a specialized skill or course idea may propose to teach an Experimental College class. Our instructors are not employees of the Experimental College, but instead independent contractors. Instructors agree every quarter to offer the service of teaching to the Experimental College according to the written contract of the published catalog. We hope that your motivation in teaching with the College is a passion of the subject and a desire to share your skills with the community. Although classes may be a great opportunity to supplement an income, we highly discourage anyone from relying solely on the College as a primary source of income, as enrollment fluctuates each quarter.

What Types of Courses Are We Looking For?
There are no specific guidelines in regard to which classes we accept. We are always looking for experienced instructors and classes that are in demand or unique. It is part of our mission to provide educational opportunities to our student base that aren’t available anywhere else. Obviously we also try to be sure that our classes have good enrollment numbers, however what a class gets in enrollment is something of an experiment. If we are experiencing a downturn in overall enrollment, we may accept fewer classes and/or cut low performing classes from the catalog. If you’re unsure about whether your class would fit the Experimental College’s mission, contact our Assistant Director before applying.

Proposing a Class
A New Instructor Application (NIA) must be filled out in order to propose a new course as a new instructor. NIAs are accepted year round, but the quarterly deadline is the first day of the quarter before you plan to teach. Please refer to the calendar on our website for a full schedule of new instructor application deadlines. Depending on the expected demand for a class, an application for Summer quarter may be alternately considered for Fall quarter.

Interviews and New Instructor Orientation
After proposals are reviewed, you may be invited to the office for an interview with the Assistant Director and a committee of other members of the staff. If your course is accepted, you will be required to attend a new instructor orientation before teaching your class. If you are unable to attend you can arrange for a private orientation with the Assistant Director according to their availability.
Things to Consider When Composing your Application

Anti-Competitive Policy
The Experimental College guarantees that we will not accept any classes that are similar to classes we already offer or classes that could drastically affect their course enrollment. Therefore, we will not accept course proposals that we feel are similar to classes we already offer. Please thoroughly check our course offerings to make sure that we do not already offer a class similar to the one you will be proposing. When in doubt, please contact our Assistant Director.

Non-Therapeutic Policy
University of Washington regulations prohibit us from offering therapeutic classes. We cannot accept any class that claims to address or solve a particular problem or health condition. Again, when in doubt, please contact our Assistant Director.

Insufficient Demand
The ASUW Experimental College will not accept any courses that are not able to generate enrollment. Demand is determined by the enrollment of related classes, similar classes held previously, and on the decision of the new course proposal committee. Please thoroughly address the interest level in your course and how you will attract students. This is an influential factor in the decision making process.

Equal Opportunity
All classes must be open to all students regardless of race, sex, sexual orientation, or disability. The Experimental College will provide disability services to your students. The University of Washington is committed to providing access, equal opportunity and reasonable accommodations in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodations, contact the Disability Services Office at least ten days in advance at (206) 543-6450/V, (206) 543-6452/TTY, (206) 685-7264/FAX or dso@u.washington.edu.

Risk Management
The University of Washington’s department of risk management prohibits the Experimental College from offering certain types of classes. For example, while we can and do offer martial arts classes, we cannot offer classes with full contact sparring. Some classes will need to submit proof of general or professional liability coverage. If you think your course proposal might have risk management issues, please contact our Assistant Director.

Two Quarter Trial Basis
Your course is first accepted on a two quarter trial basis. The staff will conduct a follow-up of your course including registration numbers, advertising efforts and a phone survey of all registered students. The final decision of your course will be made during your second quarter of teaching.

Course Processing Fees
Each quarter you must pay a course processing fee (CPF) to have your class printed in the Experimental College catalog and website. The current fee per class is $80 per regular course per quarter plus $15 for each additional section in addition to one. The CPF for One Night Wonders is $40 per class per quarter with an $8 charge for each additional section. The CPF is non-refundable. The course processing fee helps to cover the cost of printing and distributing the catalog.

Instructor Course Fee
The instructor collects the course fee listed in the catalog directly from the students. This is separate from the registration fee the Experimental College charges students directly at the time of registration. We notify
students to bring cash or check to pay the instructor on the first day of class. The course fee consists of three components: a supply fee (the per-student cost of supplies provided by the instructor), a facilities rental fee (the cost of facilities divided by the expected number of students), and the instructor fee (profit for the instructor).

The registration fee which students pay to the Experimental College at the point of registration ($5 for UW students, $12 for General Public) is the only revenue the Experimental College collects from students.

The Instructor Fee

You may charge the general public a maximum of $10 per hour and each UW student a max of $7 per hour. To determine your instructor fee, multiply the total number of class hours by the amount that you charge per hour for your time. Please realize the $10 and $7 hourly rate is a maximum.

Example: If you teach a class that meets for two hours a night, for two nights then you have four total hours of instructional time. You may charge the general public $10 for each hour, totaling to $40 instructional fee. You may charge UW students $7 per hour, making their instructor fee $28.

Supplies are always included in your course fee unless you clearly state in your course description that supplies are extra, and are not included in your course fee. We recommend including all supplies in your fee, as most Experimental College classes are a tremendous bargain even with these fees included. Plus, students will not have to worry about any “hidden costs” that might deter them from registering.

Course Dates

Your class may meet at any time within the Experimental College quarter. Please be aware, however, that the College is closed on all state-recognized holidays, thus no Experimental College classes may take place on these dates. Our quarters generally follow quarterly dates set by the University of Washington.

Course Location

While we prefer that you use on-campus UW space for your class, you may teach in any reasonable location in or near the city of Seattle, as we recognize that some courses cannot be taught on campus. Off-campus locations should be clean, well kept, and appropriate for the activity being taught. We cannot provide any computer labs or kitchens.

Advertising and Enrollment

The Experimental College prints and distributes 35,000 catalogs per quarter, maintains a website, and advertises its classes throughout the year at events and through press releases, emails, and announcements. However, we cannot guarantee enrollment for your class. We strongly encourage instructors to make flyers and do additional advertising for their classes. Contact our Public Relations Coordinator for advertising questions.

Advertising/Selling During Class

You may not use your class as a venue to advertise any non-Experimental College products or services. This includes but is not limited to, books you may have written or other non-Experimental College classes you may teach. Furthermore, you may not use Experimental College classes to sell any product or service you may provide in other classes or in your line of work. Products you may not advertise in your class include books, music compositions, posters, and CDs. You may also not advertise services such as counseling or other forms of private therapy through your classes, including private sessions available at an additional charge to the advertised course fee.

Co-Instructors

A co-instructor is anyone who assists you in an official manner during your class. You must inform the Experimental College if you wish to have a co-instructor. The co-instructor must be approved by us and can teach each of your classes with you but never instead of you without our advance approval; as the primary instructor, you alone are responsible for the conduct of the class. If your co-instructor will be teaching an alternate section without the primary instructor present, the co-instructor must be interviewed and approved by the Assistant Director.