

2019 IGHR Faculty Deadlines

August 15, 2018

- Signed Coordinator Contract
- Coordinator biographical information
- Coordinator photograph
- Faculty list for your course
- Faculty contact information (mailing address, email address, cell phone, and work phone if different)
- Maximum number of students for your course

September 15, 2018

- Signed Faculty Agreements/contracts
- **Course Schedule Form** due from coordinators
- List of course requirements, required/recommended textbooks, and prerequisites
- W-9 forms, unless already on file *Please specify if you have one on file*
- **Out of Classroom Form** for scheduling field trips (including libraries)
- Faculty information
 - Biographical information
 - Photograph
 - List of all IGHR 2019 sessions you will be teaching (include course title)

January 10, 2019

- **Classroom Information Form** for technology, media, and seating arrangement

February 15, 2019

- Deadline for faculty priority registration. Faculty must register for an IGHR course they want to take. Registration is free for faculty teaching three 75 minute solo sessions.

March 2, 2019

- IGHR Registration opens

May 15, 2019

- IGHR Early Bird Registration ends

May 20, 2019

- **Syllabus materials due to ighrsyllabus@gagensociety.org**
- Letters, questionnaires, forms to be sent to students (*Coordinators only*)
- Bibliographies for all courses to be sent to Books & Things

July 1, 2019

- Registration for IGHR 2019 ends
- Registration for planned meals ends
- Course Handouts/worksheet materials due to ighrsyllabus@gagensociety.org