



Cornell University

Prison Education Program

300 Kennedy Hall | Ithaca, New York 14853

Instructor Application Process – Checklist and Mini-Questionnaire

Name: _____

Email: _____

Proposed Field of instruction: _____

Step 1: Please include the following at the beginning of the process:

1. Statement of Interest (to be attached)
2. Curriculum Vitae (to be attached)
3. Please answer these questions:

If you are in a doctoral program, have you advanced to candidacy? Yes No

If you have a master's degree, what field is it in? _____

Do you have a driver's license and are you willing to drive to the prison? Yes No

Do you personally own or have access to a car? Yes No

Would you be interested in teaching in our program even if there is no funding to support your teaching? In other words, are you willing to teach as a volunteer? Yes No

Step 2: After submitting the above, you may be invited to submit a full application including:

4. Department of Corrections Volunteer Application (includes criminal background check)
5. Academic transcripts (may be required of any given candidate)
6. Reference letter (graduate students only)
7. Course evaluations from past teaching (graduate students only)

Please note: The Cornell Prison Education Program is the coordinating entity for a collaboration between multiple colleges, departments, and the department of corrections. Any particular institution may in fact reject an application. For instance, applicants with current pending criminal charges are usually rejected by the Department of Corrections. Such complications are rare but we appreciate your understanding.