

**APPLICATION TO TEACH  
BRIGHAM YOUNG UNIVERSITY  
CAMPUS EDUCATION WEEK**

**Application Deadline: September 16, 2011**

(For the August 13–17, 2012 program)

Today's Date \_\_\_\_\_

Full Legal Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Office Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail Address \_\_\_\_\_

Present Employer \_\_\_\_\_ Present Professional Title \_\_\_\_\_

Previous Work Experience \_\_\_\_\_

Present Church Assignment \_\_\_\_\_

Past Church Assignments \_\_\_\_\_

Mission(s) Served and Dates \_\_\_\_\_

**Education**

Degree	Year	School	Subject Area

Recent honors or accomplishments: \_\_\_\_\_

Community service, hobbies, travel, etc.: \_\_\_\_\_

**Return to:**

**BYU Education Week, 169 Harman Continuing Education Building, BYU, Provo, UT 84602-1507 (801) 422-6214**



**Division of Continuing Education  
Honor Code Statement & Dress and Grooming Standards  
LDS Ecclesiastical Authorization and Release Form**

INSTRUCTIONS: Complete and review sections 1-7. Please contact the Division of Continuing Education for help with this form. (Refer to section 3)

<b>1 Applicant Information</b>			
First name and middle name	Last name	Birth (month & day)	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Street address of residence	City	State	ZIP
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Work phone	Home phone	E-mail	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	

<b>2 Applicant Ecclesiastical Information</b>			
Ward or branch name	Stake or mission name	Current church position	
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	
Bishop's name	Bishop's home phone	Bishop's work phone	Stake president's name
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Previous ward/stake or branch/mission name, if six months or less in current ward/branch			Missions served/dates
<input style="width:95%;" type="text"/>			<input style="width:95%;" type="text"/>

<b>3 Continuing Education Department Contact Information</b>			
Contact name	Business phone	Fax	E-mail
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Department	Program		
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>		

<b>4 Standards, LDS Ecclesiastical Authorization, and Release</b>
---

Brigham Young University, an equal opportunity employer, is a private university with unique goals and aspirations that arise from the mission of its sponsoring institution, The Church of Jesus Christ of Latter-day Saints. Brigham Young University exists to provide education in an atmosphere consistent with Church ideals and principles. This atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. All who represent BYU are to maintain the highest standards of honor, integrity, morality, and consideration of others in all aspects of personal behavior; and to maintain the standards of conduct consistent with qualifying for temple privileges.

Brigham Young University, as part of the Church Educational system, observes the Church's directed Honor Code Statement and Dress and Grooming Standards—both of which are found on the reverse side of this document. Recognizing the influence of faculty and independent presenters on students and program participants, the Board of Trustees, under the guidance of the First Presidency of the Church, has asked that all faculty and independent presenters agree to abide by the Honor Code Statement and the Dress and Grooming Standards, as a condition of employment.

By returning this form to our office, signed and dated, you hereby: (i) certify your willingness to observe the Honor Code Statement and Dress and Grooming Standards while in contact with event staff, students, participants, facilities, or while representing BYU in any capacity; (ii) give BYU permission to contact ecclesiastical leaders and other submitted references; (iii) request that ecclesiastical leaders and other references provide BYU information concerning your eligibility for working at BYU; (iv) waive any privilege you have or may have to the information requested and/or supplied pursuant to this form; and (v) release from any and all liability both BYU and all other such persons supplying or receiving information pursuant to this form.

A follow-up contact may occur once our office receives your completed form to see if you have questions, concerns, or if we need additional information.

You acknowledge and agree that neither this form nor any previous contact between BYU and you, including but not limited to any previous understandings, arrangements, proposals, oral or written, constitutes a contract to work. Final selection of faculty and/or independent presenters for this program will be made from among those who return this form signed and dated. To ensure that you are considered, please submit this form to us as promptly as possible.

We look forward to your response and the opportunity this program will have to strengthen the lives of all those who participate!

Please sign below:

X \_\_\_\_\_ Date: \_\_\_\_\_

5 Honor Code Statement

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees "at all times and ... in all places" (Mosiah 18:9).

HONOR CODE STATEMENT

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men.... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things. (Thirteenth Article of Faith). As a matter of personal commitment, students, faculty, and staff of Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College seek to demonstrate in daily living on and off-campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Observe Dress and Grooming Standards
- Participate regularly in church services
- Encourage others in their commitment to comply with the BYU Honor Code

Specific policies embodied in the Honor Code include: (1) Academic Honesty Policy, (2) Dress and Grooming Standards, (3) Residential Living Standards, (4) Continuing Student Ecclesiastical Endorsement.

6 Dress and Grooming Standards\*

The dress and grooming of both men and women should always be modest, neat, and clean; consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education. Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff and faculty represent the principles and standards of the Church. Members of the BYU community commit themselves to observe these standards, which reflect the direction given by the Board of Trustees and the Church publication *For The Strength of Youth*. The BYU Dress and Grooming Standards are as follows:

MEN

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Shorts must be knee length or longer. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, mustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean-shaven; beards are not acceptable. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

WOMEN

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing, has slits above the knee; or is form fitting. Dresses, skirts, and shorts must be knee length or longer. Hairstyles should be clean and neat, avoiding extremes in styles and colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. Shoes should be worn in all public campus areas.

\* NOTE: Any exceptions to the Dress and Grooming Standards must be authorized in writing by the Division of Continuing Education prior to involvement with programs at Brigham Young University.

7 Sign and Return

Please sign below:  
X \_\_\_\_\_ Date: \_\_\_\_\_

Office use only:

Mail or fax to: BYU Campus Education Week  
169 Harman Continuing Education Building  
Provo, UT 84602-1507 Fax: (801) 422-0730

## HOW FACULTY ARE SELECTED

### Faculty Qualifications:

- Educational and professional background and experience, sound preparation in proposed field/topic.
  - Teaching ability, communication skills, appearance, sincerity, attitude of sharing, and personal testimony.
  - Willingness to adhere to Education Week policy that prohibits promotion of any personal goods or services or any organization or its products.
  - Ecclesiastical Endorsement
  - Clearance from the Church Board of Education to teach in BYU Continuing Education programs.
  - Subject matter:
    - Timeliness, practicality, pertinence, and appropriateness of topic,
    - Necessity of topic to balance the program or meet local requests,
    - Clearance of titles and lecture outlines from the Church Correlation Committee.
- 

## WORDING CLASS TITLES

### Please note the following essential guidelines as you develop your series and daily lecture titles:

- **Make sure your titles are descriptive of the content.** Each title should be accompanied by a paragraph of description and an outline (bullet list) of the main concepts or principles to be presented (no more than one page per title or subtitle). Each concept or principle should have applicable references that support your content. Please give complete citations for any quotations.
  - If you have published materials or marketed audio/video DVDs or CDs, the titles of these materials should not be used as Education Week titles.
  - Be concise and to the point, but keep in mind that each title should reflect accurately what you intend to teach rather than being just an enticement.
  - If your titles are of a religious nature, consider as models the titles of presentations given at LDS General Conferences.
  - Please do not submit titles which are subject to misunderstanding or misinterpretation or which are speculative.
  - Avoid wording that implies that you have “secret” or “never-before-known” information, or that you have knowledge that is unavailable to the general populace.
  - Avoid dealing in absolutes. There is rarely a *best*, *most important*, or *easy* anything.
  - Titles which suggest a specific relationship with a single member of the Godhead are not appropriate.
  - Titles dwelling on the negative aspects of subjects, titles which encourage *playing the devil's advocate*, and titles which can lead to a disagreement among students are not appropriate.
  - When considering titles about subjects of a sacred nature, avoid a frivolous, joking, or sarcastic slant.
  - Be sensitive to men's and women's feelings and emotions; avoid wording that downplays the importance of either a man's or a woman's role.
  - **BYU programs should not be used as a forum to deal with controversial issues.**
- 

## LECTURE INFORMATION

The standard format of classes for Education Week has an instructor teaching four related lectures, one each day, Tuesday–Friday (a “series” of lectures). When applying to teach, please include a proposed **series title** (encompassing the set of 4 related lectures) and a separate **subtitle for each day's lecture**. The lectures, while related, should each stand on their own. Students should not be required to hear other lectures in the series to understand the message of a single lecture. It is also inappropriate to include a lengthy review of preceding lectures when presenting/teaching the series.

---

## CAMPUS EDUCATION WEEK

Provide a **series title** and **4 subtitles** for each proposed series

**Lecture length: 55 minutes each**

The following is sample of a series title and a corresponding subtitle. We have listed only one subtitle (because of space limitations) but you should submit four subtitles for each series. Please submit a brief outline for each subtitle and list the main concepts or principles to be presented with corresponding references. The outlines for each title or subtitle should be no more than a page in length.

### ***SAMPLE***

#### **SERIES TITLE: Measuring Discipleship by the First Principles and Ordinances**

#### **1<sup>ST</sup> SUBTITLE: Faith in the Lord Jesus Christ**

This class will be an in-depth study of faith—the first principle of the gospel—the foundation of all righteousness—a principle of both action and power. I will present ideas on how to develop and exercise greater faith in the Lord and enjoy more of the fruits of faith and gifts of the Spirit. The main points of the class are as follows:

- Faith in the Lord Jesus Christ is the first principle of salvation (James E. Talmage, *The House of the Lord*, p.55-56; Bruce R. McConkie, *DNTC*, Vol.3, p. 212).
- Faith: The principle of action and of power (Lectures on Faith 1:9, 13; Romans 1:16-17).
- Through faith in Christ we can overcome the world (Revelation 3:21; D&C 11:30; D&C 76:51-53, 62).
- Through faith in Christ we lay hold on every good gift (Moroni 10:30).

#### **2<sup>ND</sup> SUBTITLE: Repentance**

Lecture outline goes here.

#### **3<sup>RD</sup> SUBTITLE: Baptism and Gift of the Holy Ghost**

Lecture outline goes here.

#### **4<sup>TH</sup> SUBTITLE: Seeking Gifts of the Spirit**

Lecture outline goes here.

---

**You may submit up to three series proposals with your application.**

## What is the process for becoming a presenter at Campus Education Week?

*(Many of the steps listed below are required only the first time a person teaches for Campus Education Week. The process is much simpler after the initial clearance and setup.)*

1. Submit all application materials (including a videotape or DVD, class titles, and class outlines) by September 16, 2011.
2. Applications and materials are reviewed by the committee in late-September and October.
3. An applicant's proposal is either accepted for further consideration, or notification is sent by January that the proposal is no longer being considered.
4. For applicants still under consideration, BYU will contact an ecclesiastical leader for those who are members of The Church of Jesus Christ of Latter-day Saints. People of other faiths will be interviewed by the Campus Education Week program administrator.
5. Each applicant that the committee considers likely to be invited to teach at Campus Education Week, and in the process becomes a temporary BYU employee, must submit an **Employment Eligibility Verification** form (**Form I-9**). This form is required by the Department of Homeland Security. The applicant is required to show personal identification to a full-time employee of the LDS Church Educational System in order to prove employment eligibility. This can be done in the Campus Education Week Office or at any CES institute. Typically, a driver's license and Social Security card are shown to the full-time employee for identification purposes (a current passport is also acceptable). Information from each of these items is documented on the I-9 form, and both the applicant and the full-time employee sign and date the form.
6. The applicant's class titles and outlines are submitted for Correlation clearance.
7. A photocopy of a new employee's **Social Security card** is required by BYU. *The card should match the full legal name that is listed on the application.* Please visit your local Social Security office if you need to request a new card or update the name on your card. The Social Security Administration provides a receipt when someone applies for a new card. A photocopy of this receipt can be sent to the Campus Education Week Office as a temporary replacement until the new card is obtained.
8. Access to BYU's online personnel information system (**Route Y**) is established for the new employee by creating a personal **Net ID** and password. Accessing Route Y allows the employee to update **only his or her own personal information** (address, telephone number, W-4 information, direct deposit, and more). *Call the Campus Education Week Office at (801) 422-6214 to set up this access.*
9. After all clearances are obtained, the classes are scheduled and **a contract is sent** to the new employee.
10. The new employee is expected to update his or her **W-4** withholdings on Route Y.
11. The new employee is expected to submit **direct deposit** information on Route Y at least two weeks before work (teaching) begins.