

TO: Current/Potential Continuing Education & Community Events Instructors
FROM: Continuing Education and Community Events
SUBJECT: Course Proposals for Spring 2004

Please find the enclosed Continuing Education and Community Events Course Proposal Form for Spring 2004. **PLEASE NOTE:** Even if you have taught for us before, you must fill out the enclosed proposal form. If you are teaching the same class as the previous term, you may simply tell us to use the previous copy for your course and instructor descriptions (though we recommend an occasional revision). However, we must have a course proposal form with the rest of the information filled out each time you wish to teach. **Please type or write clearly and send a separate form for each class you want to teach.**

CLASSES BEGIN mid-January and run through the end of June. No classes will be scheduled on holidays celebrated on January 1, January 19, February 16, April 11, or May 31.

CLASSES ARE SELECTED by the perceived marketability of the class, our ability to schedule the facilities required by the class, the appropriateness of the class for the community, the basis of your teaching qualifications, and the overall balance and diversity of Continuing Education and Community Events offerings for the term. In any given term, we may not be able to select your class.

Continuing Education and Community Events will not offer classes that are clearly promoting private interests, advocating civil disobedience, recruiting for a religious organization, endangering the public welfare, or misrepresentation of Lewis-Clark State College and/or its policies and procedures.

CONTENT OF A CLASS is determined by the instructor. Remember that adult learners taking non-credit classes do so for the fun of it, as well as to expand their knowledge of certain subject areas.

LENGTH OF A CLASS is determined by the instructor. Many Continuing Education and Community Events classes meet for six weeks but can be scheduled for anywhere

between one and eight weeks. Classes may meet for one hour for one class or several hours over several weeks.

CLASS TIMES are usually scheduled for evening hours (after 5:00 p.m.). Other times may be available, but rooms are difficult to schedule during regularly scheduled academic class times. Most classes are held one or two evenings a week or on Saturdays. Classes can be scheduled at any time, depending on the facilities available.

CLASS FEES are set by the instructor and a Continuing Education and Community Events representative. We recommend that classes not be offered for less than \$30 or more than \$80. The most popular classes have fees within the \$45 - \$65 range.

MAXIMUM/MINIMUM ENROLLMENTS are set by the instructor and a Continuing Education and Community Events representative. Our recommended minimum is five. In setting fees and minimum enrollment, try to strike a balance that is reasonable for students and still pays enough to make teaching the course worthwhile.

COURSE DESCRIPTIONS and INSTRUCTOR BIOS used in the Continuing Education and Community Events schedule and other publications are usually taken directly from course proposal forms. Please write these as you would like them to appear in print, using complete sentences and keeping to 50 words for course description and 35 words for bios. However, we reserve the right to edit descriptions. In the case of computer class offerings, please include any prerequisites (i.e., keyboarding/mouse experience, familiarity with Windows environment, etc.) necessary for the class.

Hints: Course descriptions should focus on the content or the learner. Opener techniques include a definition, the end result, a question, an outstanding or impressive fact, and/or quotation. Course descriptions should be enticing, factually complete and accurate with solid course information. Your bio should establish your qualifications in terms of experience (more so than credentials or degrees).

TEXTBOOKS/HANDOUTS: Generally, textbooks are not used in Continuing Education and Community Events classes. If you do plan to use a textbook, please notify Continuing Education and Community Events for ordering. Please indicate the need to order books on your course proposal. Textbooks may be ordered through the College Bookstore.

INSTRUCTOR PAY: Instructors receive 50% of the class fee based on the number of students in the class. Generally, extra expenses such as copying costs or video rentals should be included in the class fee. Supplies should not be included in class fee, but will be advertised and collected at registration. Instructors will be reimbursed for the supply fees listed on the Instructional Materials Form. Supply fees that are over the specified amount will not be reimbursed and are the responsibility of the instructor.

Please note: Instructors may expect to wait approximately eight (8) weeks before receiving their check. All checks will be mailed unless otherwise requested.

PAYROLL FORMS: It is imperative that payroll forms be in order prior to the first class start date. Federal law requires us to verify citizenship status and eligibility to work in the U.S. Instructors will not be paid until all payroll forms have been submitted correctly to the Continuing Education and Community Events office. The necessary forms include a résumé, W-4, I-9 (with noted documentation), and PERSI form.

PUBLICITY beyond the Continuing Education and Community Events publicity schedule and brochure is your responsibility but **must be approved** by the Continuing Education and Community Events Director (or representative) before sending out.

EVALUATIONS: All classes and instructors are evaluated by means of student (participant) ratings. The Continuing Education and Community Events Director (or representative) will originate evaluations near the end of a workshop. Instructors should allow class time for the surveys and ask participants to give honest responses. Continuing Education and Community Events staff will score evaluations and type comments from the comment section (exactly as they are written with typos and misspellings). A copy of the evaluation results is sent to the instructor and the Continuing Education and Community Events Director (and Outreach Site Coordinator). Continuing Education and Community Events personnel will review all evaluations with regard to continuance of the course offering.

QUESTIONS? Contact Deborah Snyder at 792-2726 or djsnyder@lcsc.edu or your local Outreach Coordinator.