

**TO: Current/Potential CECE Instructors**  
**FROM: Continuing Education & Community Events**  
**SUBJECT: Course Proposals for Spring/Summer 2008**

We are currently working on our Spring/Summer 2008 catalog and look forward to this opportunity to work with you. Please review the information below and complete the 2008 Spring/Summer Catalog Approval Form at the following link:

<http://www.lcsc.edu/ce/InstructorForm.htm>

We look forward to hearing from you.

**Please note: the deadline for submission is Friday, December 7, 2007.**

Please find the attached LCSC Continuing Education & Community Events Course Proposal Form for Spring/Summer 2008. **PLEASE NOTE:** Even if you have taught for us before, you must fill out the 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 on-line form for each class you wish to teach.**

**CLASSES BEGIN not earlier than February 19, 2008 and run through the end of June, 2008. Please be sure to avoid scheduling your classes during LCSC Spring Break, March 17-21 (and, if possible, avoid the school district's spring break, March 31-April 4).**

**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 & Community Events offerings for the term. It is possible that in any given term, we may not be able to offer your class.

Continuing Education & 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 misrepresenting 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 enjoyment 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 & 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 several classes or several hours over several weeks.

**CLASS TIMES** are usually scheduled for evening hours (after 5:00 p.m.) or on weekends. 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, dependant on the facilities available.

**CLASS FEES** are set by the instructor and a Continuing Education & 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 \$35 - \$65 range.

**MAXIMUM/MINIMUM ENROLLMENTS** are set by the instructor and a Continuing Education & 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 & Community Events schedule and other publications are 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. We do, however, 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).

**TEACHING FOR OTHER LC VALLEY ORGANIZATIONS** (i.e., YWCA, WWCC, Lewiston Parks & Recreation, etc.) Please understand that you are free to teach for other LC Valley organizations but we ask that you not offer the same class for LCSC CECE during this catalog term.

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

**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 with valid receipts. 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 no more than five (5) weeks from the date of the class before receiving their check. Human Resources requests**

**that each instructor be signed up for direct deposit. However, if this is a problem or inconvenient, please contact us.**

**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 & Community Events office. The necessary forms include a résumé, W-4, I-9 (with noted documentation), Direct Deposit form and PERSI form.

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

**EVALUATIONS:** All classes and instructors are evaluated by means of student (participant) ratings. Instructors should allow class time for the surveys and ask participants to give honest responses. Continuing Education & Community Events staff will score evaluations and compile comments from the comment section. A copy of the evaluation results is sent to the instructor and the Continuing Education & Community Events Director (and Outreach Site Coordinator). Continuing Education & Community Events personnel will review all evaluations with regard to continuance of the course offering.

**QUESTIONS?** Contact either Alison Oman at 792-2447 or [alisonoman@lcwarriormail.com](mailto:alisonoman@lcwarriormail.com) or Christen Best at 792-2447 or [cabest@lcsc.edu](mailto:cabest@lcsc.edu)

**Thank you for your interest in teaching for our program. We look forward to hearing from you!**

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