

Dear Prospective Instructor:

Thank you very much for your interest in teaching a non-credit course, workshop or seminar through the Lifelong Learning Department at Kellogg Community College. I have enclosed a general information sheet and a course proposal form.

The course form asks you a series of questions that will assist you in putting your thoughts on paper. This will help us understand what you would like to cover and how you plan to conduct the class. Examples of course descriptions can be found in our current schedule.

Please tell us how many times you feel the class should meet and which day(s) of the week and hours you prefer to teach. We recommend you limit the number of class meetings to a minimum to adequately cover the content. Adult students are very busy people and are hesitant to commit to a large number of class meetings, unless it is absolutely necessary. Most of our classes meet for a total of 12 hours, or less.

The course outline can be very general at this point; just a single level outline telling us what you will cover the first meeting, what you will cover the second meeting, etc. This will be sufficient for us to make a decision regarding your proposed course. If you develop a more detailed outline for your own use in the classroom, we would like a copy for the permanent course file. Please return the course proposal form along with your resume, including any teach or presentation experience, as soon as possible. Deadline for submission and session dates are listed on the following page.

Thank you again for your interest in our program. We look forward to learning about your course idea(s). After your proposal has been reviewed, one of our Lifelong Learning staff will contact you. If you have any questions about the proposal process, please call Connie at 269-965-4134 or e-mail to ll-info@kellogg.edu

Sincerely,

Mary L. Green, Program Manager
Lifelong Learning Department
Kellogg Community College

Lifelong Learning Staff:
Teresa Durham, Program Coordinator
Connie Dawe, Information Specialist

Kellogg Community College
Lifelong Learning Department

GENERAL INFORMATION

MISSION OF LIFELONG LEARNING: The mission of the Lifelong Learning Department is to facilitate quality-based and innovative educational opportunities for members of the community. We define the community as diverse people of all ages in the tri-county service area. Our operating values are to be learner centered and service oriented; to create an awareness of the College in the community; to create internal and external partnerships; to use a diversity of delivery mechanisms and to use continuous improvement as we manage our work.

SESSIONS: There are two sessions of classes each year. A class may have any number of meetings, but most are scheduled within the sessions listed below.

The sessions are as follows:

Fall	Mid September – Early December
Proposal Deadline	May 15
Spring	Mid January – Mid May
Proposal Deadline	October 15

CLASS LOCATION: Nearly all of our classes are taught at KCC's Regional Manufacturing Technology Center. However, some courses are offered at our regional campuses in Albion, Coldwater and Hastings.

ROLE OF THE TEACHER: The teacher is expected to design the course, effectively convey the information contained in the course as described to participants in the schedule and to take responsibility for positive leadership of the class.

CLASS DETAILS: The instructor suggests and then works with the Lifelong Learning staff to determine the number of class sessions, days of the week, preferred hours to teach, materials and maximum number of students. Lifelong Learning staff are available to assist you in your planning. The Lifelong Learning staff coordinates additional details such as course fees, course location, equipment availability, and publicity.

COMPENSATION: Instructors are compensated \$25 per instructional hour; we do not pay for development time or costs.

INSTRUCTOR SELECTION PROCESS: Instructors may apply to teach at any time.

1. Submit a completed **Course Proposal Form along with your resume**. If you have questions, we will be glad to assist you in completing your Course Proposal form. If it is more convenient for you, feel free to duplicate our forms on your computer, just be sure to include all the information requested.

2. Return the forms via mail, fax, email or drop them off at our office. After we have had an opportunity to review them, we will either call you to come in for an interview or notify you that we have decided not to offer the class you proposed.

LIFELONG LEARNING DEPARTMENT OFFICE: Lifelong Learning is located at the Regional Manufacturing Technology Center (RMTC), 405 Hill-Brady Road, Battle Creek, MI. We can be reached Monday through Friday, 8 am to 5 pm.

QUESTIONS: If you have any questions or need assistance, please contact the Information Specialist, Connie Dawe, by phone at 269-965-4134 or by e-mail at ll-info@kellogg.edu. The fax number is 269-962-7370.

Thank you for your inquiry about teaching. We appreciate your interest in our program.

Kellogg Community College
Lifelong Learning Department

405 Hill-Brady Rd.
Battle Creek, MI 49015

269-965-4134 (phone)

269-962-7370 (fax)

ll-info@kellogg.edu

COURSE PROPOSAL FORM

INSTRUCTIONS: *Please fill out this form as completely as possible and attach any pertinent supporting information or materials (e.g. – samples, articles, reviews, syllabus) you deem helpful. Bear in mind that this is a draft course proposal and that final details and arrangements will be worked out with the staff in the Lifelong Learning Department. If you are proposing to teach more than one class, please make additional copies of this form and complete one form for each class proposed. You must also include your resume when submitting the class proposal form.*

Semester(s) You Wish to Teach (Fall, Winter/Spring) _____

Name of Instructor _____

Address _____

City/State/Zip Code _____

Home Phone _____ Work Phone _____

E-Mail Address _____

Fax Number _____

1. Course Title _____

2. Purpose/Goals of Course _____

3. Style of Instruction to be Used (lecture, demonstration, group discussion, interactive, combination, etc.) _____

4. Targeted Population (men, women, children) _____

5. Targeted Age Group (seniors, teens, young children, 30-somethings, etc.) _____

6. Proposed Price (what do you think people would pay to attend this course?)

7. Prerequisites (are there any prerequisites for this class: music reading ability, basic computer skills, etc.) _____
8. Clothing/Items (is there any special clothing or items students should wear or bring?) _____
9. Materials/Handouts/Supplies (what supplies will the students be expected to purchase? What items will be supplied by the instructor? List approx. cost associated with each item) _____

10. Type of Space/Facilities Needed _____
11. Equipment Needed _____

12. Total Classroom Hours Needed to Cover Material _____
13. Number of Course Sessions _____
14. Time Length of Each Session _____
15. Proposed Day(s) of the Week _____
16. Proposed Times of Sessions _____
(Example: 8 total hours, Mondays, 4 sessions, 2 hours each, 6-8 pm)
17. Minimum Number of Participants _____
18. Maximum Number of Participants _____
19. Course Outline (list material to be learned at each class session and attach it as an additional sheet)
20. Course Description (please write a brief description suitable for publication in KCC's Lifelong Learning schedule and attach it to this packet. Your description should briefly state the goals of the course, the methods used to obtain those goals and one sentence about the qualifications of the instructor. Please include age-range of targeted participants, prerequisites or special clothing/item requirements.)