Central Texas College
Continuing Education

Dear Prospective Instructor:

Thank you very much for your interest in teaching a non-credit short course, workshop or seminar through the Central Texas College Continuing Education Program. I have enclosed a general information sheet and a course proposal form.

The course proposal form will ask you a series of questions to assist you in putting your thoughts on paper to communicate to us what you plan to cover and how you plan to conduct the class. Examples of course descriptions and instructor biographies can be found in our current course schedule. In reading various descriptions, you will notice that if handouts or a book are to be supplied by the instructor, the students are asked to reimburse the cost of such materials to the instructor the first night of the class. Please estimate the cost of handouts at approximately 10¢/page. If students will purchase supplies for a project, please estimate the amount they should plan to spend.

Please tell us how many times you feel the class should meet and which days 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 meetings, unless it is absolutely necessary. Shorter classes also help keep course fees lower.

The course outline can be very general at this point; just a single level outline telling us what you will cover the first evening, what you will cover the second evening, etc. This will be sufficient for us to make a decision on offering your course. If you prepare a more detailed outline later for your own use in the classroom, we would appreciate receiving a copy for the permanent course file. Please return the application and proposal(s) as soon as possible. Application deadlines and sessions are listed on the following page.

Thank you again for your interest in our program. We look forward to learning about your course ideas and possibly working with you. If you have any questions about the application process, please call me at 526-1586 or email me at teresa.chavez@ctcd.edu.

Sincerely,
Teresa Chavez
Director

Central Texas College

Continuing Education

GENERAL INFORMATION

PURPOSE OF CONTINUING EDUCATION: The purpose of Continuing Education is to provide an opportunity for people to pursue life-long learning. Everyone has a different reason for taking a class. Some students enroll to learn something applicable to their career; others enroll to meet people, learn a new skill or just have fun!

SESSIONS: There are three 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	Early September – Early December
Proposal Deadline	**June 10**
Spring	Early January – Mid May
Proposal Deadline	**October 10**
Summer	Early June – Mid August
Proposal Deadline	**March 10**

CLASS LOCATION: Nearly all of our classes are taught on the Central Texas College main campus. However, some instructors have access to off campus facilities located in surrounding communities.

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

CLASS DETAILS: The instructor determines the number of class sessions, days of the week and preferred hours to teach.

COMPENSATION: New instructors are usually compensated $12 per instructional hour.

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

1. Submit a completed **Central Texas College Application for Employment** and a **Course Proposal form**. 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, email or by 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.

CONTINUING EDUCATION OFFICE: The Continuing Education office is on the 2nd Floor of Building 136 in Room 139, located on the main Central Texas College Campus (on Academic Drive). We can be reached Monday through Thursday, 8 am to 5 pm, and Friday, 8 to 11 am.

QUESTIONS

If you have any questions or need assistance, please contact our Director, Teresa Chavez by phone at 526-1586 or by email at teresa.chavez@ctcd.edu.

Thank you for your inquiry about teaching. We appreciate your interest in the Continuing Education program. Should you decide to mail your application, please send it to the following address:

Continuing Education/CTC, PO Box 1800, Killeen, TX 76540 or email teresa.chavez@ctcd.edu

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COURSE PROPOSAL

Please type or print legibly

Name _____ Social Security Number_____

Home Address _____ Zip Code _____

Home Phone _____Work Phone_____ FAX _____

Email _____

What special experience or education qualifies you to teach this course?

Are you a current/previous member of TRS (Teacher Retirement System)?

COURSE TITLE _____

PREREQUISITES (Are there any prerequisites for the class: music reading ability, basic computer skills, knowing certain ballet steps, etc.)

COURSE DESCRIPTION (Write a short paragraph describing the course which could be used in our brochure.)

CLOTHING (Is there any special clothing students should wear?)

MATERIALS/HANDOUTS/SUPPLIES (What supplies will the students be expected to purchase? Will they be purchasing a 20-page resource book from you, food costs, etc?)

Item	Quantity	Cost	Source

INSTRUCTOR BIOGRAPHY (Write a one sentence biography that can be placed at the end of the course description explaining your qualifications to teach the class.)

COURSE DETAILS

Total classroom hours needed to cover material _____
Days of the week_____

Number of meetings_____ Number of hours each meeting _____
Class times: _____
(Example: 8 total hours, Mondays, 4 meetings, 2 hours each, 6-8 pm)

Minimum number of people you will teach_____
Maximum number of people you will teach:_____

FACILITIES AND EQUIPMENT (Class will be scheduled in a regular academic classroom with a chalkboard unless you request otherwise.)

MINIMUM AGE OF PERSONS ALLOWED IN THE CLASS _____

COURSE OUTLINE (List material to be learned during each class period. Attach an additional sheet if necessary.)

COURSE FORMAT (Explain the teaching techniques to be used: lecture, demonstration, practice under supervision, small group work, etc.)

Continuing Education, Central Texas College
PO Box 1800, Killeen, Texas 76540-1800, 254/526-1586
email: teresa.chavez@ctcd.edu