



## 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. A general information sheet and a course proposal form are included.

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. [CTC 2023 SPRING SCHEDULE](#)

Consider the length and time of your classes. How many times do you feel the class should meet and on which days are you most available to teach? Is your course long or short enough to adequately cover the content? Our College for Kids summer program enrollees' age groups range from 6-8, 8-11 and 12-16 years old, so experience working with young children and with classroom management are requirements for instructors in our College for Kids program.

The course outline can be very general at this point; just an outline telling us what you will cover the first meeting, what you will cover the second meeting, etc. We will use the information to decide whether or not to offer your class. 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 per course schedule 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 the Continuing Education Department to speak with a coordinator at 254-526-1690 or by email at [jhart@ctcd.edu](mailto:jhart@ctcd.edu).

**Jocelyn S. Larkin**

Coordinator, Community Programs  
Central Texas College, Continuing Education Department

# Central Texas College

## **CONTINUING EDUCATION PERSONAL AND PROFESSIONAL DEVELOPMENT**

### **GENERAL INFORMATION**

**Purpose of Continuing Education:** The purpose of Continuing Education is to provide an opportunity for people to pursue lifelong 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 course schedules printed per year. Course schedules are divided into Fall, Spring, and Summer.

<b>Fall</b>	Early September – Early December Proposal Deadline	<b>June 15</b>
<b>Spring</b>	Mid January-End of May Proposal Deadline	<b>September 15</b>
<b>Summer</b>	Early June – Mid August Proposal Deadline	<b>January 15</b>

**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:** Personal Enrichment instructors are usually compensated **\$16** per instructional hour. Career Development instructor's compensation will be determined after proposal and course information is reviewed and approved.

**Instructor Selection Process:** Instructors may apply to teach at any time.

1. Submit a completed **Central Texas College Application for Employment** and this **Course Proposal form**. If you have questions, we will be glad to assist you in completing your Course Proposal form. [Central Texas College EMPLOYMENT APPLICATION](#)
2. After we have had an opportunity to review your course proposal and application, 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 in Building 136 in Room 139, located on the main Central Texas College Campus (the corner of Clear Creek and Central Texas College 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 Coordinator:

### **Personal Enrichment & College for Kids**

Jocelyn Larkin  
254-526-1690  
[jhart@ctcd.edu](mailto:jhart@ctcd.edu)

### **Professional Development**

Daniel Garcia  
254-526-1991  
[Dgarcia3@ctcd.edu](mailto:Dgarcia3@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**

Central Texas College  
**Continuing Education**  
Personal & Professional Development

**Course Proposal**

*Please type or print legibly*

**Name:**

**Address:**

**City:**

**Zip:**

**Home Phone:**

**Work Phone:**

**Mobile Phone:**

**Email:**

**Course Title:**

**What special experience, education and/or certifications qualify you to teach this course?**

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

**COURSE DESCRIPTION** (Write a short but detailed paragraph describing the course. This will be the basis of what we use in our catalog.)

**COURSE OUTLINE**

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

**CLASS FORMAT**

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

**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.)

**CLOTHING**

(Is there any special clothing students should wear?)

**MATERIALS/HANDOUTS/SUPPLIES** (What supplies you need to instruct this course).

ITEM	QUANTITY	COST	SOURCE

**FACILITIES AND EQUIPMENT**

(Class will be scheduled in a regular academic classroom with a dry erase board unless you request otherwise and it is approved)

# COURSE DETAILS

Day of the Week & Start Time:

DAY	TIME	
<input type="checkbox"/> MON		<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> TUES		<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> WED		<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> THURS		<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> FRI		<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> SAT		<input type="checkbox"/> AM <input type="checkbox"/> PM

Proposed **start date** of first class:

Proposed **end date**:

**Total Meetings:**

**Hours per Meeting:**

**Total Course Hours:**

**Minimum** number of students you will teach:

**Maximum** number of students you will teach:

**MINIMUM AGE** OF PERSONS ALLOWED IN THE CLASS:

**MAXIMUM AGE** OF PERSONS ALLOWED IN THE CLASS: