



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 teaching 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 Abbie at 269-965-4134 or e-mail ll-info@kellogg.edu

Sincerely,

Mary L. Green, Director
Lifelong Learning Department
Kellogg Community College

Lifelong Learning Staff:
Kimberlee Andrews-Bingham, Program Coordinator
Abbie Brennan, Information Specialist



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	Late September – Mid December <i>Proposal Deadline: May 15</i>
Spring	Mid January – Mid May <i>Proposal Deadline: October 15</i>

CLASS LOCATION: Nearly all of our classes are taught at KCC's Regional Manufacturing Technology Center (RMTc) on Hill Brady Road in Ft. Custer. However, some courses are offered on our main campus in Battle Creek in the Ohm Building, Room 109.

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.* When we are scheduling for future classes, we will contact you about teaching if we feel the proposal is a fit.

LIFELONG LEARNING DEPARTMENT OFFICE: Lifelong Learning is located on KCC's Main Campus 450 North Avenue, Battle Creek, MI in the Ohm Building, Room 102. 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, Abbie Brennan, by phone at 269-965-4134 or by e-mail at brennana@kellogg.edu.

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

Kellogg Community College
Lifelong Learning Department

450 North Avenue, Battle Creek, MI 49017

PHONE 269.965.4134

FAX 269.565.2129

EMAIL ll-info@kellogg.edu

COURSE PROPOSAL FORM

INSTRUCTIONS: Please complete this form as much as possible and attach any pertinent supporting information or materials (e.g. samples, articles, reviews, syllabus, proposed materials lists or information on potential text book) you deem helpful. Bear in mind that this is only 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 for each class proposed. Please also include your resume when submitting this form.

NAME _____ PHONE _____

ADDRESS _____

CITY STATE ZIP _____ FAX _____

EMAIL ADDRESS _____

SEMESTERS YOU WISH TO TEACH _____ FALL (SEPT—DEC) _____ SPRING (FEB-JUNE)

1. COURSE TITLE _____

2. PURPOSE/GOALS OF COURSE _____

3. STYLE OF INSTRUCTION YOU PLAN TO USE (lecture, demonstration, group discussion, interactive, combination)

4. TARGET POPULATION _____ MEN _____ WOMEN _____ CHILDREN

5. TARGET AGE GROUP (seniors, teens, young children, 30-somethings, retired) _____

6. PROPOSED PRICE (what do you think people will pay to attend this course?) _____

7. PREREQUISITES (will the students need to know anything for this class— music reading, 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 would students be expected to purchase? what items will be supplied by the instructor? Please list estimated costs for these items.) _____

10. TYPES OF SPACE/FACILITIES NEEDED _____

11. EQUIPMENT NEEDED _____

12. TOTAL CLASSROOM HOURS NEEDED TO COVER MATERIAL _____

13. NUMBER OF CLASS SESSIONS FOR THE COURSE _____

14. LENGTH OF TIME FOR EACH SESSION _____

15. PROPOSED DAY(S) OF THE WEEK ___ MON ___ TUE ___ WED ___ THU ___ SAT

16. PROPOSED TIMES OF SESSIONS (ex. 6-8 pm or 9-11 am) _____

17. MINIMUM NUMBER OF PARTICIPANTS _____

18. MAXIMUM NUMBER OF PARTICIPANTS _____

19. COURSE OUTLINE (list material to be learned at each class session and attach as an additional sheet)

20. COURSE DESCRIPTION (please write a brief description suitable for publication in the Lifelong Learning Schedule. you may use the space below or attach it as an additional sheet. 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, and/or special clothing/item requirements.)

Thank you for completing the Lifelong Learning Course Proposal Packet!

*Please remember to submit your completed packet via **email** to ll-info@kellogg.edu, **fax** to 269.565.2129 or **mail** it to Lifelong Learning, Kellogg Community College, 450 North Avenue, Battle Creek, MI 49017.*