

Dear Prospective Instructor,

Thank you for your interest in Lane Community College. We appreciate your offer to teach a class for our Continuing Education Department. Before you take the time and energy to complete the necessary paperwork, we ask that you review the most current LCC class schedule. Doing so will give you a better idea of which area of study might be most appropriate for your suggested class. It will also let you know if we are, in fact, already offering a class similar to the one you are proposing.

To help us proceed with the selection process, we are sending you a packet of forms that we ask you to complete and return to us. This will help us a great deal in understanding the nature of your proposal. Enclosed you will find:

- 1) An LCC application for employment. Please complete this thoroughly. Anyone hired as an instructor must have their application on file with the college. **Please attach a list of your work-related references (names, titles, addresses, and phone numbers) to the application.**
- 2) A Course Proposal Form. Please provide details as you complete this form. The more information you provide, the easier it will be for us to assess the class you are offering to teach. Also, this form will provide the basis for any further discussion we may have.

When you have completed these forms, please return them to:

Lane Community College
Continuing Education Dept.
1059 Willamette St
Eugene, OR 97401
(541) 463-5252

A decision to offer the course will depend upon the nature of the class, your expertise in the subject, the needs of the college, and timing. If Continuing Education is interested in your proposal, we will schedule a time to meet with you to discuss it in more depth.

Again, we thank you for your time and interest in the college.



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**Continuing Education Department
Course Proposal and Syllabus Preparation Worksheets**

Course Proposal

Instructor Name: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Proposed Course Title: _____

Total Number of Class Hours: _____

- Brief Course Description (provide an overview of the course and its relevance or usefulness to students)

- Topics to be covered (the number of sessions is not fixed; your class may be longer or shorter than 10 sessions):

1st Session – Introduction, review syllabus with class, and _____

2nd Session _____

3rd Session _____

4th Session _____

5th Session _____

6th Session _____

7th Session _____



8th Session _____

9th Session _____

10th Session _____

- Objectives: Please list skills, abilities, and knowledge students will gain by taking this class. What will they learn to do? Please state this in terms of student outcomes (i.e., the student will be able to identify 10 species of birds).

- How will you determine that students have met the specified outcomes?

- Are there rules and regulations which students must follow (safety practices, attendance, completion of projects, etc)?

- What skills, education and experience do you have which have prepared you to teach this class?

- Describe your teaching style and techniques, and explain how you involve students in the learning experience.



The remaining questions may or may not be relevant to your particular class. If any of them do not pertain, please indicate that by writing N/A.

- Required Text (title, author, edition, and publisher)

- Recommended or assigned reading (please be specific)

- Equipment/supplies to be furnished by LCC or instructor

- Equipment/supplies to be furnished by student; include cost

- What prerequisites or skills should students have before taking this class



Syllabus Preparation Worksheet

Course Description:

Course Objectives:

By the end of the term you should know the following skills and concepts:

Class Format:

Each class meets for _____ hours, with a _____ -minute break. The class includes some lecture along with some hands-on exercises done with support from the instructor and student.

Materials:

Any required texts can be obtained at one of the LCC bookstores.

Disability Services Statement:

This statement is to appear on every class syllabus and may be posted in department offices or classrooms. Font should be 12 point or larger and easy to read.

If you need support or assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information, contact Disability Services at (541) 463-5150 (voice) or 463-3079 (TTY), or stop by Building 1, Room 218.

Please return these worksheets – along with a completed college employment application – to: LCC Continuing Education, 1059 Willamette St., Eugene, OR 97401 – (541) 463-5252.



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