



## 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. 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 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 make a decision 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 254-526-1586.

Sincerely,  
Teresa Chavez  
Director

# Central Texas College

## Continuing Education

### Personal & Professional Development

#### GENERAL INFORMATION

**Purpose of Continuing Education:** The purpose of Continuing Education is to provide an opportunity for people to pursue learning at any age. 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><i>Fall</i></b>	Early September – Early December Proposal Deadline <b>June 15</b>
<b><i>Spring</i></b>	Mid January-End of May Proposal Deadline <b>September 15</b>
<b><i>Summer</i></b>	Early June – Mid August Proposal Deadline <b>March 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:** 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.
2. After we have had an opportunity to review your course proposal and application, we will contact you to let you know whether we accept or decline the proposal.
3. If your proposal has been accepted, an application must be filled out online. Staff will let you know the directions for applying.

**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 either of our Coordinators:

### **Morgan Matlock**

Coordinator, Personal Development Programs

254-526-1586

[morgan.matlock@ctcd.edu](mailto:morgan.matlock@ctcd.edu)

### **Sarah Mylcraine**

Coordinator, Community Enrichment Programs

254-526-1690

[sarah.mylcraine@ctcd.edu](mailto:sarah.mylcraine@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 Center

**COURSE PROPOSAL**

*Please type or print legibly.*

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

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

**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.)

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

**CLASS FORMAT** (Explain the teaching techniques to be used: 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 will the students be expected to purchase? Will they be purchasing a 20-page resource book from you, food costs, art supplies, etc?).

Item	Quantity	Cost	Source
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### **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**

Continuing Education, Central Texas College  
PO Box 1800, Killeen, Texas 76540-1800, 254/526-1586  
Email: [morgan.matlock@ctcd.edu](mailto:morgan.matlock@ctcd.edu) or [sarah.mylcraine@ctcd.edu](mailto:sarah.mylcraine@ctcd.edu)