



To: Potential Community Education Instructors

Thank you for your interest in teaching a course for the Farmington Community Education Department. District 192 Community Education is dedicated to enhancing the quality of life of all community members by providing lifelong learning opportunities. Instructors are an important facilitator of the community education philosophy. Through their expertise, many people in the community are enriched with new insights and skills.

How to Become a New Instructor:

Instructors who would like to apply to teach for the Community Education Department need to fill out the course proposal form attached. Course proposals are reviewed, and interviews are scheduled when a course meets the program's needs and requirements. Once a class is accepted, it gets approval per session and is not guaranteed for inclusion in future brochures. All instructors are required to submit a background check to the school district. There is a one-time fee associated with this procedure. Background checks must be completed before registration starts. If your proposal is accepted you will receive more information regarding the background check.

Time-Line and Procedure:

As a potential instructor, you are responsible for developing the content and how the course is to be taught. We encourage you to draft the course description. You can decide when the course is to be held, subject to the availability of space and overall program considerations. Community Education's primary role is to serve as an advisor for the program, regulating course offerings. We schedule rooms, control registration and fees, and promote your course through our course catalog and other promotional efforts. Our course catalog goes to 11,000 mailboxes in the Farmington community. Community Education staff may audit classes unannounced.

Four months prior to the first day of registration, scheduling of classes for the next brochure begins. Planning is initiated through your program coordinator by email. A great deal of work takes place after you turn in your course proposal. To ensure all of the elements are in place for a successful teaching experience, have your course proposal in by the requested deadline.

Compensation:

Community Education works with both paid and volunteer instructors. Payment will be discussed further at the time of hire.

Attention! Art, Creative, Crafts, Needlework & Quilting Instructors:

To allow us to better manage and prevent duplication, course offerings in these areas will need to be accompanied by a sample or two photos. These photos or the sample will be used to publicize the class.

Proofing the Brochure:

You will receive a copy of your class description to proof before the brochure goes to the printer. Please respond immediately if you feel corrections are necessary.

Room Scheduling:

The scheduling of rooms can be very tight in some buildings. We try to honor your preference when scheduling a room. At all times, overall program needs are considered when a room is scheduled.

Class Limits:

Class limits are decided by you and your coordinator. Generally, a course will not meet with less than three students.

Copyright:

Community Education follows all copyright practices and procedures. Permission must be obtained from the publisher and copyright holders before reproducing copyrighted materials.

Co-sponsored Classes with Clubs, Groups, and Agencies:

Much of the success of the Community Education Program relies on the co-sponsored classes that are offered in the course catalog. A tax exempt # or business tax # are necessary for payment to clubs, groups, or agencies.

Business Solicitation:

Class lists are not to be used for business solicitation of any kind. Students should not be pressured during the course or after to buy anything, join any group, or in any way do anything other than be a class participant.

Community Education Contacts:

Adult and Community Programs	Mandy Clementz	651-460-3203 aclementz@farmington.k12.mn.us
Youth Enrichment Programs	Amanda Shadoin	651-463-5002 ashadoin@farmington.k12.mn.us

Typical Catalog Schedule

	Fall	Winter	Spring/Summer
Course dates	Sept – Dec	Jan – Apr	May – Aug
Copy due	June 15 th	Oct 15 th	Feb 15 th
Est Distribution Date	Aug 3	Dec 7	Apr 4



Course Proposal Form

Instructor's Name:		Telephone:				
Address:		Alternate Telephone:				
City, State, Zip:						
Email:		Best way to contact you: <input type="checkbox"/> phone <input type="checkbox"/> email				
Proposed Course/Activity Title:						
Total Course Hours:	Hours per session:	Number of sessions:				
Please give a brief description of the course you would like to offer						
Class is appropriate for age: <input type="checkbox"/> Adult <input type="checkbox"/> Gr. 8-12 <input type="checkbox"/> Gr. 6-8 <input type="checkbox"/> Gr. K-5 <input type="checkbox"/> Preschool <input type="checkbox"/> Other _____						
<u>Class information</u> (See example below)						
Age Group	Suggested Days of the Week	Suggested Dates/Season	Suggested Start Time	Suggested End Time	Minimum # Students	Maximum # Students
<i>Adults</i>	<i>M/W</i>	<i>July 19/21</i>	<i>3:35</i>	<i>4:45</i>	<i>10</i>	<i>25</i>
Desired compensation:			Cost of class materials/supplies:			
What type of space is needed for this course/activity?						
<input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Auditorium <input type="checkbox"/> Special Purpose Room _____ <input type="checkbox"/> Other						
What type of equipment is needed for this course/activity?						
Please describe your experience and the training that qualifies you to teach this course/activity. Please also list one reference we may contact who can attest to your teaching qualifications.						
Instructor Signature						Date:

Please note that Community Education courses are scheduled 4-6 months in advance. Please return this form to the Community Education Office along with any other documents you wish us to review when considering your course proposal. Completed forms can be e-mailed to the address listed above.