



**Continuing Education Center
Course Proposal & Instructor Selection Criteria**

We evaluate course proposals for our non-credit schedule based on departmental experience.

- Is there adequate student interest in the proposed material?
- Is education the primary purpose of the course – not advocacy, not personal promotion?
- Is the amount of material to be covered equal to the time scheduled?
- Is the subject matter enriching or skill building?
- Is there subject variety offered for diverse community interests?

We evaluate instructor applicants for FVCC non-credit courses based on the following criteria.

Subject matter knowledge:

- Is the applicant knowledgeable in the course topic?
- Does the applicant have previous teaching experience?
- Has the applicant developed a course proposal with specific course objectives?
- Is the applicant willing and able to present information objectively?

Communication skills:

- Does the applicant make good eye contact?
- Is the applicant able to communicate information effectively to students?
- Is the applicant able to manage the classroom or teaching environment?
- Is the applicant willing and able to use appropriate and effective audio-visuals, computer or other instructional aids to support course objectives?

General

- Is the applicant able to create a warm, accepting, open classroom atmosphere?
- Is the applicant able to educate and not advocate?
- Is the applicant friendly and eager to instruct adult students?
- Does the applicant dress and act professionally?
- Is the applicant a favorable reflection upon the college?

Date Submitted: _____

Interview Date/Time: _____

New Instructor/New Course Review

Name: _____ **Semester:** _____

Course: _____

Proceed

Check Reference's First

Interview

***Deny**

Chris:

Rhonda:

Debbie:

Comments:

If recommending to deny, please provide reason:

Prospective Instructor Questions

1. What do you know about the Continuing Education Center?
2. Why are you interested in teaching a non-credit class?
3. Tell us how your experience and background relates to your class proposal. What unique qualities would you bring to teaching?
4. Please give an example of an effective lesson you have taught. If you haven't taught before, why do you think you would be a good teacher and how will you prepare for your class?
5. What questions do you have about teaching for Continuing Education?

**Continuing Education
Reference Check Form**

Name of Applicant: _____ Date _____

Name of Reference: _____ Phone: _____

Conducting a reference check on _____ who has applied to teach a class and listed your name as a reference.

How long have you known this person?

In what capacity do you know him/her?

Are you familiar with his/her teaching abilities? Please describe.

Communication Skills:

Please give three adjectives that describe this person.

What would you consider to be his/her greatest strength and an area needing improvement?

- greatest strength –

- area needing improvement -

Would you rehire him/her? (use only if former employee)

Is there anything I haven't asked about or comments you would like to share in order to be well informed about ?

New Instructor Orientation

Instructor: _____ Instructor Orientation Date: _____

Class Title: _____ Class Date: _____ Location: _____

- Teaching Contract(s)
- CE Instructor Permission to Release Information Form
- Orientation Folder
 - Handbook (if not mailed with contract)
 - Current Schedule
 - Facilities/Room Map
 - CE Catalog Pages
 - Frequently Asked Questions
 - Quick Reference
 - Campus Resources
 - Emergency Procedures
 - Media/Library
 - Marketing/Class Promotion
 - Roster
 - Evaluation process
 - Class Logistics-Review
 - Online Instructor Access
 - Wifi Access
 - Purchasing/lab fees (classes with lab fees)

Class Prep

- Class Room Location _____
- Student Emails – three days prior to class with comments Additional info to email? _____
- Media/Wifi Access _____
- Handouts _____
- Flyers/Schedules/Promotion
- Lab Fees and Reimbursement Envelope Lab fee _____
- ServSafe Food Handlers Book (mail with contract)
- Kitchen Guidelines _____
- Kitchen Key Check Out Form _____

Class Day

- Roster
- Evaluations
- Handouts
- Course Outline
- Resource Sheet with phone numbers
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Other instructions: _____



777 Grandview Drive, Kalispell, MT 59901~~ www.fvcc.edu

Continuing Education

406-756-3832/Fax 403-756-3351

CONTINUING EDUCATION EVALUATION FORM

We would appreciate your evaluation of this class to help in planning of future classes and programs. Thank you.

Course Title: _____

Instructor: _____ Semester: _____

1. Content of the class _____ Fair _____ Good _____ Excellent

2. Instructor's method of presentation _____ Fair _____ Good _____ Excellent

3. What was the most effective aspect of this class? _____

4. What would you change to improve this class? _____

5. Would you recommend this class to others? _____ Yes _____ No

6. What class format works best for you? _____ Evenings _____ Weekdays _____ Weekends

7. What other classes would you like to see offered? _____

Please provide your name if you would like to be notified when your suggested class is offered: _____

8. How did you hear about this class? Please circle.

CE Class Schedule CE Newsletter Instructor Email Flyer/Postcard

Friend FaceBook Newspaper TV/Radio Other: _____

9. Did you take this class/workshop to enhance your job skills or potential? _____ Yes _____ No

**Thank you for participating in this class.
We hope you will come grow with us as we continue to offer lifelong learning opportunities.**