

CONTINUING EDUCATION

Prospective Instructor Information

Applications and new course proposals are accepted continually. The Continuing Education Center publishes three semester class schedules each year. Prior to developing the schedule, the Continuing Education Curriculum Committee meets to approve instructors and determine potential offerings for the upcoming term.

The Continuing Education Center follows nationally established standards for classes with potential commercial interest. Class time may not be used to sell a product or service with which the instructor is associated.

Please read through the information and the application process described below:

1. Submit a resume that includes the following:

- Current contact information.
- Recent employment history.
- Training and experience related to your course topic.
- Education background. Include professional accomplishments, awards or leadership positions.
- Professional references: Include three professional references familiar with your teaching abilities.
- Sign and date your resume.

2. Complete the course description form. A sample course proposal is available to assist you. The format for Continuing Education classes may vary from a two- hour workshop to a ten-week class.

Once your proposal has been received, it will be reviewed by our curriculum committee. If your proposal is approved, you will be notified to schedule an interview.

If you have questions or need additional information, please contact:

- Chris Parson, Director of Continuing Education at 756-3839 cparson@fvcc.edu
- Debbie Struck, Continuing Education Program Assistant at 756-3835 dstruck@fvcc.edu
- Rhonda Kalvig, Continuing Education Services Coordinator at 756-3832 or rkalvig@fvcc.edu

**Thank you for your interest in teaching through the
Continuing Education Center at Flathead Valley Community College.**

**CONTINUING EDUCATION
INSTRUCTOR POSITION DESCRIPTION**

Summary

The Continuing Education instructor is responsible for assisting students in attaining their classroom goals. The instructor is under the supervision of the Director of Continuing Education.

Essential Duties and Responsibilities

Meet all assigned classes and make alternative arrangements for the class when absence is unavoidable.

Present the subject matter to the students and teach within the guidelines of the course syllabus. Class time is not to be used to overtly and explicitly sell a product or service with which the teacher is associated or can financially benefit.

Improve, update, and revise courses periodically to keep them current.

Demonstrate a professional and helpful attitude toward students.

Plan and provide learning experiences at a level that is both challenging and will allow for student success.

Use available equipment and materials to develop appropriate and effective teaching methods to facilitate student learning.

Maintain attendance records and submit completed rosters to the Continuing Education Center.

Submit completed liability and evaluation forms as applicable.

Maintain an updated course description form for each class.

Required Qualifications

Applicant must demonstrate knowledge of subject matter and teaching competency.



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

Continuing Education Center
Course Description Form

Suggested Title: _____

Instructor: _____ Phone: (H) _____ (C) _____

Address: _____ Email: _____

I. Course description: (Suitable for catalog and schedule – approximately 3-4 sentences.)

II. Overall goal:

III: Learning Objectives:

IV: Length/Format:

V. Instructor Profile: (This information may be used in publicity and may be made available to students. First-time instructors must include a current resume.)

Education:

Work Experience:

Teaching and experience related to your course topic:

Additional training/experience/awards:

Learning Objectives	Activities	Materials/Equipment	Time Allowed
<p>The student will:</p> <p>Class One:</p>			
<p>Class Two:</p>			

Class Three:

Class Four:

Learning Objectives	Activities	Materials/Equipment	Time Allowed
The student will: Class Five:			
Class Six:			

Class Seven:			
Class Eight:			

--	--	--	--