

KCLC—TEACHERS WANTED

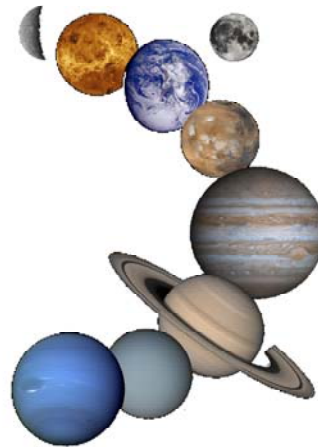
KEPLER COMMUNITY LEARNING CENTER

CONTINUING EDUCATION AND
COMMUNITY CLASSES FOR
EVERYONE

TYPES OF CLASSES:

- Western astrological techniques
- Vedic techniques
- Chart calculation
- MS Word & Excel
- Computer skills
- Foreign language

What types of classes do you want to teach?



TEACHERS WANTED

The Kepler Community Learning Center seeks to offer fun and educational, non-credit classes that anyone can take—from around the corner to around the world.

Nearly all classes will be online. Classes can range from 1 day to 10 weeks in length and the cost (set by the instructor) will vary depending upon the course. Students will have access to an online website where they will find and enroll in specific classes and can interact with other students and ask questions of instructors from all the Community Learning classes.

Instructors may also wish to provide in person classes. These classes may be as short as a single evening event or may meet over several weeks. You must show libraility insurance for in person classes.

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KEPLER COMMUNITY LEARNING CENTER C O U R S E P R O P O S A L

WELCOME

We are delighted that you are interested in joining the Community Learning Center. There are just a few steps you need to follow:

- The first time you submit a course, please submit information about yourself that we can share on our website and with potential students. Your resume should include education, employment, and your teaching / training background.
- For each course, please complete the questions on the Course Proposal form

WHEN FILLING OUT YOUR APPLICATION:

Carefully complete the questions and provide enough supporting documentation to help us to evaluate your proposal. The more detailed your make the outline for your course, the more likely your class will be accepted, and the easier it will be for you to create your course.

AFTER APPLYING TO TEACH:

All course proposals will be considered. But there are a number of reasons why a course may not be accepted. For example, we may not accept a course if there is another course teaching close to the same material. In addition, an existing course may be dropped if there are a significant number of negative student evaluations.


Depending on the number of courses and the work situation in the office, it can take from one to five weeks for the committee to make decisions on course proposals. You may be called for an interview. Interviews are conducted via telephone and last 45 minutes to an hour.

If you want to offer an in-person course through the Community Learning Center, you must have a safe environment and proof of general or professional liability insurance.

DESIGNING YOUR COURSE:

When you send in your course summary, please try to answer the following questions:

- Why do you want to teach this class? Why do you think students will want to take this class?
- What concrete goals, outcomes, skills and/or knowledge do you hope the students will gain from this course?
- What supplies and/or equipment will the student need to provide? What supplies will the student receive? Do you have a fee for students to buy supplies from you?
- How long will the course last and what do you see as the best online format? (e.g. Three 2-hour chat sessions; online assignments to be completed at any time over 4 weeks...)
- How often and by what method (online chat, phone conference, email) will you communicate with your students?
- What types of exercises will the students participate in?
- Can students enroll at any time, or will this class have a specific beginning and ending date?



**Community Classes
For a Lifetime
of Learning**

NEW COURSE PROPOSAL

WHAT TYPES OF COURSES ARE WE LOOKING FOR?

We have no specific guidelines for the courses we accept. We want instructors who are willing to be engaged in their course and can offer classes that are in demand or unique.

There is no limit to the number of course proposals you may submit.

HOW AM I PAID?

Compensation is paid by check on a monthly basis and is 50% of tuition money received in the previous month.

Students must pay full tuition prior to being allowed to enroll. Students can register and pay by clicking on the link to your class and using Paypal, by faxing in a registration to the Kepler office, or by calling Kepler College.

WHAT RESOURCES DO I HAVE AVAILABLE?

The learning center will provide an online course site with the ability to post flash video, audio and written materials, hold online chat sessions, create discussion forums, weblinks, quizzes, surveys and more.

Remember to include a resume with your course proposal(s) so that we can promote you on the KCLC website.

NAME: _____

ADDRESS: _____

CITY / STATE / ZIP _____

PHONE: (H) _____ **(W)** _____

EMAIL: _____

COURSE TOPIC:

COURSE TITLE:

PROPOSED COST TO STUDENTS:

COURSE SUMMARY (INCLUDING LEARNING OBJECTIVES):

Please note: Being an instructor in the Community Learning Center is not the same as having a contract to teach at Kepler College. Any instructor who misrepresents their credentials by claiming or implying they are a Kepler College Faculty member or Professor (when they are not under contract to Kepler College) will be banned from the KCLC. He or she will also forfeit any outstanding monies due from their KCLC course(s).