



**CENTER FOR LIFELONG LEARNING COURSE PROPOSAL SPRING 2025**

INSTRUCTOR NAME:		<b><u>TITLE OF COURSE</u></b>
ADDRESS:		
PHONE:	Liaison: Cell: Email:	
EMAIL		
PAYMENT REQUIRED: _____ Yes		IS INSTRUCTOR REGISTERED ON THE USC AIKEN UNIVERSITY SUPPLIER DATABASE?
PUBLIC SERVICE _____ (NO PAYMENT REQUIRED)		YES _____ NO _____
CLASS DESCRIPTION (100 WORDS MAX)		
INSTRUCTOR'S BIOGRAPHY (50 WORDS MAX)		
CLASS SIZE LIMIT (IF REQUIRED) _____	ANY SPECIAL NEEDS FOR CLASSROOM, SUCH AS DISPLAY TABLE, ETC?	
<b>SCHEDULING INFORMATION: NOTE: MINIMUM OF TWO SCHEDULING OPTIONS REQUIRED</b>		
PREFERRED MONTH(S):	PREFERRED DAY(S) OF WEEK:	PREFERRED START TIME OF DAY* 9:30 AM _____ 2:00 PM _____ 11:00 AM _____ 3:30 PM _____ 12:30 PM _____
		*Assumes a 60-minute course
SPECIAL SCHEDULING INFORMATION:		HOW MANY SESSIONS REQUIRED FOR THE CLASS? _____ <i>(FROM ONE TO FOUR SESSIONS PER CLASS)</i>
		CAN CLASS BE INCLUDED IN OUR ON-LINE / HYBRID PROGRAM: _____ YES _____ NO



## INSTRUCTOR GUIDELINES FOR COURSE PROPOSAL

Thank you for your interest in instructing for us. By completing this form and returning it you will make it possible to assemble a course schedule and provide input to the course catalog in a timely manner.

Please note the following guidelines:

- 1 The Center tries to offer courses that are challenging, but not provocative. Proposed courses that focus on advocacy for a particular religious, political, or social ideology are unsuitable for our membership.
- 2 Courses are limited to one to four sessions, each session of 60 minutes duration.
- 3 The Center will try to accommodate instructor preferences for dates and times for course presentation, insofar as possible. USCA faculty members have preference in scheduling class dates and times that meet their regular teaching schedules. For all other instructors, scheduling preference is given on the basis of the date the course proposal is received.
- 4 The Spring semester runs from late January to early May. In requesting dates for the course, please be sure to note any date(s) or time(s) when you **cannot** instruct.
- 5 The "Payment Required" question is on the form is because some of our instructors work for public agencies in positions where providing information to the public is part of their job (an example might be a public information officer for a fire department). These people are generally not permitted to accept payment as this service is part of their job.
- 6 In order to be paid, instructors must be enrolled in USC Supplier Data Base. If you have not taught for the Center before, you will be sent, by the USCA office of Continuing Education, an invitation link needed to fill out the form required, and the Curriculum Chair will send a tutorial containing information for filling out the form.
- 7 Most classes have an enrollment ceiling of 40 persons. This is the capacity of B&E Room 144. For classes that are over-subscribed, a different room may be used. You will be advised if this occurs.
- 8 Your committee liaison is a Center volunteer whose function is to handle the administrative chores required for course presentation. This individual will be your primary channel of contact with the Center. Contact him/her with questions/concerns/information needed. Let him/her know of any special classroom requirements so your classroom can be set up properly when you arrive for a session.
- 9 PowerPoint presentations are most visible with a simple, large, dark font and light background. Please have your presentation on a USB/flash drive that can be inserted into the classroom computer.
- 10 When completing the Course Proposal form, please follow the word count limits for the Instructor Bio (50 words) or it will be edited.