



CENTER FOR LIFELONG LEARNING COURSE PROPOSAL FALL 2025

INSTRUCTOR NAME:		FULL COURSE TITLE: Short Title (25 characters or less):	
ADDRESS:			
PHONE:		Liaison: Cell: Email:	
EMAIL			
PAYMENT REQUIRED: _____ Yes		IS INSTRUCTOR REGISTERED ON THE USC AIKEN UNIVERSITY SUPPLIER DATABASE? YES _____ NO _____	
PUBLIC SERVICE _____ (NO PAYMENT REQUIRED)			
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, USING SPECIAL EQUIPMENT, ETC?	
SCHEDULING INFORMATION: NOTE: MINIMUM OF TWO SCHEDULING OPTIONS REQUIRED			
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. Proposed courses that focus on advocacy for a particular religious, political, or social ideology are unsuitable for our membership.
- 2 Courses and scheduling
 - limited to one to four sessions, each session of 60 minutes duration
 - normally run one session per week, in sequential weeks
 - if the course should run at any special time in the semester (such as, say, before or after some significant date) note that in the Special Scheduling Information block
 - UCSA 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
 - the Fall semester runs from mid-August to mid-November. In requesting dates for the course, please be sure to note any date(s) or time(s) when you **cannot** instruct
- 3 Receiving payment
 - The "Payment Required" question is on the form 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)
 - In order to be paid, instructors must be enrolled in the USC Supplier Database
 - 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
- 4 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.
- 5 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 or any special classroom requirements you may have.
- 6 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.
- 7 When completing the Course Proposal form, please adhere to the word count limit for the Instructor Bio (50 words) and the Class Description (100 words). We may make minor edits (for clarity, spelling, etc.) even if the provided information is within the word count limit.
- 8 In addition to your course title, please provide us with an abbreviated course name (25 characters [includes spaces, commas and letters]). This shortened title allows CLL to place the course on the calendars in the Spiral newsletter and online.