 ***CENTER FOR LIFELONG LEARNING COURSE PROPOSAL FALL 2024***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| INSTRUCTOR NAME: | | | | LIAISON NAME: | |
| ADDRESS: | | | | LIAISON PHONE:  LIAISON EMAIL | |
| PHONE: | | | | TITLE OF CLASS: | |
| EMAIL: | | | |
| PAYMENT REQUIRED: Yes No  PUBLIC SERVICE--NO PAYMENT REQUIRED: | | | IS INSTRUCTOR REGISTERED ON THE USC AIKEN UNIVERSITY SUPPLIER DATABASE?  Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| CLASS DESCRIPTION (100 WORDS MAX) | | | | | |
| INSTRUCTOR’S BIOGRAPHY (100 WORDS MAX) | | | | | |
| CLASS SIZE LIMIT (IF REQUIRED) | ANY SPECIAL NEEDS FOR CLASSROOM, SUCH AS DISPLAY TABLE, ETC? | | | | |
| **SCHEDULING INFORMATION: NOTE: MINIMUM OF TWO SCHEDULING OPTIONS REQUIRED** | | | | | |
| PREFERRED MONTH (S) | | PREFERRED DAY(S) OF WEEK | | | PREFERRED TIME OF DAY (CHOICES BELOW)  9:30 -10:30 AM \_\_\_\_\_\_ 12:30-1:30 PM \_\_\_\_\_\_\_    11:00-12:00 PM \_\_\_\_\_\_ 2:00-3:00 PM \_\_\_\_\_\_\_ |
| NUMBER OF SESSIONS REQUIRED  FOR THE CLASS?  *(FROM ONE TO FOUR SESSIONS PER CLASS.)* | | SPECIAL SCHEDULING INFORMATION:  CAN CLASS BE INCLUDED IN OUR ON-LINE / HYBRID PROGRAM: YES NO | | | |

Text

Description automatically generated

**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. 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.