



TO: Prospective Community Education Instructor

FROM: Laurie Diekhoff, Program Manager
Julie Elzanati, Program Manager
Debra Jennings, Program Manager
Marie Peters, Program Manager
Gary Taylor, Director of Community & Corporate Education

RE: Course Proposal Process

Thank you for expressing your interest in teaching a noncredit class for Heartland Community College. We are always seeking new ideas and qualified instructors to enhance the Community Education program.

Please use the attached potential course form to outline your idea and identify any specific needs or details associated with it. Return the form along with a recent resume and the names and phone numbers of two references to the Community Education office. Upon receipt of your proposal, one of us will contact you to discuss the class and how it might fit within Community Education at Heartland Community College.

Thanks again for your interest. Please call our office at 268-8165 if we can answer any questions.

Attachments

COMMUNITY EDUCATION

Potential Course Outline

Date _____

Instructor _____ SS# _____

Address _____ City, Zip _____

Phone (work) _____ (home) _____ Email _____

Proposed Course Title

Course Objective

Course Description (3-4 sentences)

Topics to be Covered (feel free to attach an outline)

Prerequisites (if any) _____ Target Audience _____

Total Hours of Instruction _____ # Class Sessions# _____ Hours per Session _____

Preferred Days to Teach _____ Preferred Time _____

Maximum # Students per Class _____ Suggested Location (if any) _____

Instructional Materials Required:

Textbook (Title, ISBN, price) _____

Audio-visual Needs _____

Other Expenses (for instructor or student) _____

Completed form should be returned to:
Heartland Community College
Attn: Community Education
1500 W. Raab Road
Normal, IL 61761

Thanks for your interest in Community Education at Heartland Community College!