

South Seattle Community College

Continuing Education Department

Dear Prospective Continuing Education Instructor:

Thank you for your interest in teaching at South Seattle Community College's Continuing Education Department! We work diligently to improve the quality and variety of learning opportunities we offer the community and are always interested in receiving new proposals. Our program is geared to the adult learner and includes both business and personal enrichment courses. We look for educated, organized and articulate instructors with proven teaching skills as well as creative, innovative and enticing classes to engage adult learners.

To have your class considered in our offerings, please complete the Course Proposal and Instructor's Biographical Information. You can access these documents at www.learnatsouth.org under the "Teaching" tab. Be sure to include a supplemental sheet with the following information:

Course outline: What will be taught in each class session? What handouts are provided?

Audience: Who would take the class? Do you have an audience base to draw from (mailing list, etc.)? What other classes might your audience take? (For example, students studying painting may also be interested in learning to frame their work or in other art classes).

Promotion: What will you do to promote the class? What suggestions do you have to target your audience?

Teaching the class: Why do you want to teach this class?

All class proposals are reviewed by the Course Selection Committee. If your class is selected, we will work with you to create your class description, assign dates and times for the class, determine a class fee and determine your compensation.

Our course listing is included in South Seattle Community College's quarterly class schedule delivered to over 70,000 households in the West Seattle area. We list classes on our website, which has proven to be an outstanding tool for students to easily register and receive instant class information. We also produce our own mailings directed at the adult learning audience. Your participation in our marketing efforts is critical. Instructors may take advantage of our marketing experience and we will work with you to create dynamic classes. Instructor promotion is by far the most effective route to a successful class with the maximum number of participants.

After you complete your proposal and bio, we will be in contact with you to clarify any questions we may have and to set up an interview if we are considering your course in our program.

Thank you for your interest in teaching at South Seattle Community College's Continuing Education program. Good luck and we hope to hear your great ideas.

Laura Matson
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