Greetings!

We are glad that you contacted our division and welcome your fresh and innovative approaches to life-long learning!

**General Information:**

- **Length of an average class:** CE classes meet for fewer sessions than credit classes, ranging anywhere from 16 weeks to one day.
- **Importance of adequate enrollments:** CE is “self-supporting. This means that in order for the class to "make", we must collect enough enrollment fees to cover the cost of your salary and overhead expenses.
  - If your class doesn't have enough enrollments to "make", it will not be held.
  - The decision to run or cancel a class is often made two or less days before the start date.
  - “Make rates” vary from class to class, depending on the length of the class, etc.
  - **Each instructor is a very important partner in marketing his/her own class.**
- **Pay:** CE faculty are paid based upon the number of hours they spend in the classroom, the type of training provided, the course discipline, the demand for the class and its cost to produce.

**Information on Areas of Continuing Education:**

**PERSONAL GROWTH (PG):** A typical Personal Growth student is between 35 and 65 years old, working full-time with an educational background that ranges from some college experience to an advanced degree. **Adults come to take these classes for their own personal growth** - not to earn a grade or work on a degree. 95% of our classes are held in the evening during the work week, but we are interested in growing daytime classes as well. Experience in training adult learners is preferred.

**ACADEMIC, FAMILY AND YOUTH ENRICHMENT (AFYE):** Academic, Family, and Youth Enrichment classes attract a wide variety of students, from 5 years old to the adult learner. Class times vary depending on season and programming. In fall and spring, classes are typically held weekday afternoons and evenings. In the summer class time frames for summer youth programming take place from 8:30am-4:30pm.

**BUSINESS AND CAREER SOLUTIONS (BCS):** Business and Career Solutions attracts a wide variety of students, from 18 years old to the adult learner. Class times vary depending on programming. Classes are typically held weekday mornings, afternoons, evenings and some Saturdays. Experience in training adult learners is preferred.

**CERTIFICATIONS (CR):** Adults are interested in learning a job skill validated by certification, earned in a relatively short amount of time. By preparing for certification, students improve their chances of increasing their income. Courses are held on-site and on-line. Faculty must produce evidence of their own certification and work experience in the area. Experience in training adult learners is preferred.

**CORPORATE TRAINING (CT):** Persons with expertise specific to a business or industry or experience in working in a corporate environment may be selected to teach courses to employees of companies in the Tulsa area. New trends and basic business and computer skills are always of interest, as are certifications in DDI, Myers-Briggs, etc. Experience in training adult learners is preferred.

We look forward to reviewing your credentials and proposals!

**Directors**
Division of Continuing Education
Tulsa Community College
continuinged@tulsacc.edu
“Here’s a Class I Would Like to Teach for Continuing Education!”

Suggested Title for the Course: __________________________________________________________

Your Name: ____________________________________________ E-mail __________________________

Phone #’s:(Cell)_________________________ (Alternate)______________________________

Mailing Address_________________________ City______________ ZIP__________

1. To consider you as an applicant, the first step is to go to our HR website (http://careers.tulsacc.edu) and submit your on-line application and resume. We review this pool of applicants frequently throughout the year!

2. Teaching experience:
   • General:
   • With Adult Learners:

3. Proposed Course:
   • Description of major things students will learn in your class. (2 or 3 sentences or list of bullets, including any pre-requisites for the course.)

   • Three examples of hands-on activities for the students will you include in your lessons?

4. Number of hours students need to be in class in order to cover the material you will offer? ______

5. Are there any facility or technology requirements for your class? Please list and be specific. (EX. “Students in this course must work on computers to complete their classroom work.”)

6. Supplies needed for the class: (Please note where supplies may be purchased and approximately costs.)
   • Students will need to purchase and use?
   • We need to provide to you as an instructor?

7. When would you prefer that the class be held? (If you don’t list any suggestions, you will be assigned a time slot in the schedule.)
   Days of the week _____________ Times of the day _________ Months in Semester ____________

8. Steps you will take to help promote your course?

Upon completion, please submit your proposal to Continuinged@tulsacc.edu or mail to:
Continuing Education New Programs
Tulsa Community College Southeast Campus
10300 East 81st Street
Tulsa, OK 74133-4513

Thank you!