

KEENE COMMUNITY EDUCATION

227 Maple Ave.

KEENE, NH 03431

603-357-0088 603-357-9070 (fax.)

www.keenecommunityed.org

PROPOSE A COURSE

THAT YOU WOULD LIKE KCE TO OFFER

If you have ideas for courses that you'd like to take (but not teach), e-mail your suggestions to ewhite@sau29.org.

THAT YOU WOULD LIKE TO TEACH

We welcome course proposals from potential teachers. Complete the following three steps to submit a proposal:

1. Read the general information below.
2. Complete the included application
3. Email ewhite@sau29.org or mail (227 Maple Ave., Keene, NH 03431) the completed application.

General Information

We welcome course proposals at any time. We review proposals on a rolling basis for upcoming terms.

KCE SCHEDULE

KCE runs two semesters each year:

- Fall Semester: mid-September to early December
- Winter/Spring: early February to early May

We begin planning each term approximately 5 months before the start of the term. KCE promotes its course offerings through a printed brochure distributed twice per year and our website. Registration for a semester begins approximately 4 weeks prior to the term's start.

CLASS FORMATS

We offer classes in many different formats: one-session workshops or presentations or multiple-session (from 2 to 10) classes. Classes are offered on Monday, Tuesday and/or Thursday evenings between 6:00 and 9:00 PM.

CRITERIA

We use the following criteria in making our decisions:

- Is the proposed course distinct from current or recent KCE offerings? (See www.keenecommunityed.org to review our current offerings.) Have we offered something similar in the past, and was it successful?
- Does the teacher have expertise in the field that supports the proposed idea?
- Do we think the class would draw interest from our current audience and/or attract a new audience to KCE?

NOTIFICATION AND NEXT STEPS

KCE will notify you that we have received your proposal. We review all proposals. If your proposed course or workshop is selected for further consideration, we will invite you to KCE for an interview.

COMPENSATION

KCE has a long tradition of providing informal adult education at an affordable tuition. We are also vested in keeping our strong instructors! Please note your requested compensation on your proposal, and we will work with you to meet your needs, yet maintain affordability. We pay individuals an hourly, rather than per student, basis and work with businesses on a contracted basis.

There are some teachers/lecturers who can afford to donate their teaching time to the KCE. This is a great help to us, as our adult enrichment classes help to support our organization's main mission, provision of adult academic classes.

Thank you for proposing an adult enrichment course you would like to teach! We will need *all* of the information requested below to consider your class. The information you provide will be reviewed and an appointment may be scheduled to discuss your course. We look forward to receiving your application. Thank you for thinking of us to share your expertise. If we can be of further assistance, please do not hesitate to call 357-0088.

NAME _____

ADDRESS _____

BEST PHONE NUMBER _____

EMAIL _____

1. What is the best title for your course?
2. What is a short description for the class (for purposes of including in our brochure)?
3. What knowledge and/or skills should students have before they enroll in this course?
4. If applicable, what materials/supplies are needed for your course? Will you provide them, will the student provide them or do they need to be purchased? If supplies need to be purchased, what is the cost of these supplies?
5. How many weeks would your course run? Please note our classes are held on Monday, Tuesday, and Thursday evenings between the hours of 6:00 and 9:00 PM.

6. What is the maximum number of students you can take?

7. What type of room equipment (i.e. tables, sink, mirrors, DVD player, LCD projector) will you need?

8. What compensation do you expect to receive?

***In addition to this form, please submit a copy of your resume including references we may contact, and a course topic outline or syllabus for your class. All documents can be emailed to ewhite@sau29.org or mailed to 227 Maple Ave., Keene, NH 03431.