

**Community Education  
Overview of Course Expectations**



**Instructor Responsibilities:**

- Works with programmer to schedule classes
- Provide programmer and students with a class syllabus (see sample)
- Complete hiring paperwork promptly
- Abide by scheduled class times and meetings. If emergencies arise programmer and students must be notified as soon as possible. Missed classes need to be rescheduled with students to ensure they receive the full amount of time and instruction for which they have paid
- Manage supplies and inform college of class needs in advance
- Maintain attendance records and provide them to the programmer or enter them into the registration system

**College Responsibilities:**

- Work with instructor to schedule classes
- Assist instructors with development of syllabi or course curriculum as needed
- Process hiring paperwork in timely manner to ensure payments begin on time
- Advertise class in reasonable locations based on the class and its audience. Including but is not limited to, printed schedule, Facebook, printed fliers, e-mail campaigns etc.
- Prepare and provide class evaluations to students, analyze results and share outcomes with instructor
- Provide needed class materials and copies
- Maintain registration system and provide instructor with access to class roster and attendance
- Monitor registrations and cancel classes that do not meet minimum requirements prior to the first day of class, notify instructor as soon as possible of a cancelled class

Sample Syllabus:

**Title of Class**  
Syllabus  
Lane Community College in Cottage Grove

**Instructor:** \_\_\_\_\_ **Contact Method:** (phone number, e-mail or both)

**Class Times:** Include dates and class meeting times.

**Course Materials:**

List anything students will need to bring to class as well as any material that will be provided by the instructor. Be clear about what will be provided and what students need to bring.

**Class Goals:**

*You will learn...* Let students know what they will be learning during the course of the class. Be specific about goals and what they will be able to do by the end. This should match and extend the class description used for advertising.

**Additional Resource:**

Recommend books, materials or websites that might help those who may find themselves struggling with the material or wanting to learn more – if there are no additional resources, do not include this section.

**Course Schedule**

<b>Class</b>	<b>Topic</b>	<b>Homework</b>
1	Introductions Review of class goals/syllabus Topic #1 ( <i>standard teaching method shown below – other methods are acceptable</i> ) <ul style="list-style-type: none"><li>• Introduce</li><li>• Model</li><li>• Guided practice</li><li>• Independent practice</li></ul>	Anything students need to do or are expected to practice before the next class meeting
2	Review of Topic #1 Topic #2 <ul style="list-style-type: none"><li>• Introduce</li><li>• Model</li><li>• Guided practice</li><li>• Independent practice</li></ul>	Anything students need to do or are expected to practice before the next class meeting
3	Review of Topic #2 Topic #3 <ul style="list-style-type: none"><li>• Introduce</li><li>• Model</li><li>• Guided practice</li></ul> Independent practice	Thank you for taking this class. Enjoy your new skill and continue to practice techniques