

**Community Education
Instructor Information**



Interested in sharing your personal expertise with your community?

Lane Community College in Cottage Grove is always looking for individuals to share their knowledge with our community education students. Many find teaching to be a rewarding and enriching experience.

Instructor Expectation:

- Provide the class title, description, dates, times and location preferred and any audio-visual requirements
- Submit all class information in a timely manner to program manager including initial class proposal
- Provide updated class syllabus prior to each class
- Represent the college in a professional and compassionate manner in-line with Lane's Core Values
- Be prompt and prepared at each scheduled class

Class Types and Expectations:

- Format Options: discussion, lecture, demonstration, hands-on, tours (*Direct Marketing is Prohibited*)
- Length: Depends on material but ranges from 6 to 24 hours in a general class. Seminar style classes usually run 2 to 4 hours in length
- Schedule: 1 to 2 classes a week

A Class Title & Description that Sizzles!

Our learners want to know "What's in it for me?" As the expert, your our best asset to "sell" your class. If you are having trouble don't panic, send us what you've got, we can work with it.

- Title: Here you have 3 seconds to GRAB the readers attention. Make it a bold, provocative highly interesting! *The title is 5 times more likely to sway prospects than any other text.*
- Class Description: Educates, differentiates and drives registrations. They can't know the value unless you tell them, then tell them again. Use active words and phrases, share benefits. Be concise, keep it to a maximum of 80 words, or 2-4 sentences. Brevity is valued.
- You: Share something about yourself. Help us promote YOU! Do you have real life experience? Can you impart that experience and keep your audience awake?

If you commit to a date and time, and we have printed it in the schedule, we appreciate that you honor that schedule. We realize extenuating circumstances arise, should you need to make a change in your class schedule, please contact your program manager promptly.

Send class proposal form to cg@lanecc.edu or drop it off at the front desk of our local center.

Call, E-mail or Stop By
1275 South River Road, Cottage Grove
541-463-4202
cg@lanecc.edu

Class Proposal Form



Full Name: _____

E-mail: _____ Phone: _____

Mailing Address: _____

Description of course you would like to teach (be detailed and specific, What will participants learn, how will you teach them)

Describe your qualifications for teaching this type of class

Proposed Class Schedule: (include dates and times for each class meeting)

Any special equipment you would need Lane to provide?
