

## 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.



Cottage Grove

### Instructor Expectation:

- Provide the class title, description, dates, times and location preferred and audio-visual requirements
- Submit all class information in a timely manner to program manager including initial class proposal
- Provide updated class syllabus each term prior to the start of 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:

- *Class Format Options:* discussion, lecture, demonstration, hands-on, tours (*Direct Marketing is Prohibited*)
- *Length:* Varies depending on material but range from 6 to 24 hours for a general class seminar style classes usually run 2 to 4 hours in length (work with program manager)
- *Schedule:* 1 to 2 classes a week (work with program manager)

### Important Dates

#### Fall Term

Sept 28 – Dec 12

Class Proposal Deadline  
for Fall  
July 23

*Plan Ahead for Winter*

#### Winter Term

Jan 4 - Mar 19

Class Proposal Deadline  
for Winter  
Oct. 19

### A Class Title & Description that Sizzles!

Our learners want to know “What’s in it for me?” You are the expert, our very best asset to “sell” your class! If you are having trouble here, no need to panic! Send us what you’ve got, we can work with it!

- **Title:** Here’s your chance (3 seconds, really!) to GRAB their attention. Make it a bold, provocative, BIG promise! 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 and tell them again. Use active words and phrases, create benefits if you can. We don’t want to burst your creative bubble here, but keep it to a maximum of 80 words, or 3-4 sentences.
- **You:** Share something about yourself, not just a bio. 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 that has already been printed in a catalog, we appreciate that you honor that date and time. We realize that there are extenuating circumstances, so should you need to make a change in schedule, please contact your program manager.

Send class proposal form to [cg@lanecc.edu](mailto:cg@lanecc.edu) or drop it off at the front desk of our local campus.

### **Call, E-mail or Stop By**

1275 South River Road, Cottage Grove  
541-463-4202  
[cg@lanecc.edu](mailto:cg@lanecc.edu)

## Class Proposal Form



Full Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of course you would like to teach

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?