

Continuing Education Course Proposal

Elgin Community College Continuing Education is continually developing new courses and programs to offer to our students. We offer non-degree stand-alone courses, workshops, lectures, seminars, and training for all ages and a variety of interests and needs.

We realize your time is valuable, and we sincerely thank you for your interest in teaching at Elgin Community College Continuing Education. We are fortunate to receive a high volume of proposals and inquiries from very qualified presenters, content experts, and instructors. The information you provide below will help us assess your proposal against the College's mission and objectives and to compare it to other College programs and services.

Please submit your course proposal in one of the following ways:

Email

cemailbox@elgin.edu

Mail

Elgin Community College
c/o Continuing Education
1700 Spartan Drive
Elgin, IL 60123

On-Campus

Continuing Education Office
On-campus in Elgin
Building K, Room 128

Date Submitted _____

Instructor Information

First Name _____ Middle Initial ___ Last Name _____

Primary Phone Number ___ Cell ___ Home ___ Work _____

Email Address _____

Street Address _____ Apartment or Unit# _____

City _____ State _____ ZIP Code _____

Are you currently an employee of ECC? ___ Yes ___ No

Please note that this may have an impact on your eligibility to work in Continuing Education.

Qualification Questions

What are your strengths as an instructor? Include teaching experience and list any pertinent credentials:

Are you offering (or do you plan to offer) this course elsewhere? ___ Yes ___ No

If yes, where and when?

Supporting Documentation

Please provide a short biography and feel free to attach past syllabi, resume/cv, published articles, or anything that will help us better understand your experience. Include relevant education, credentials, or experience for this subject area.

Student Population

The target age group for the course (Check all that apply):

- Youth - Elementary (Grades K-5)
- Youth - Middle (Grades 6-8)
- Youth - High School (Grades 9-12)
- Adult
- Older Adult (age 50+)

Please share any additional information you have as to the intended student population to be served.

Purpose

- Personal Enrichment
- Academic Enrichment (test preparation, study skills, etc.)
- Professional and Workforce Development

Course Timing

Ideal Semester/Time of Year

When would you like to offer the class? (Check all that apply):

- Any
- Spring
- Summer
- Fall

Course Information

Please attach a course outline with your submission.

Short Title (maximum 30 characters) _____

Long Title _____

Catalog Description (maximum 250 characters)

What will students learn (what are learning outcomes/objectives)?

Indicate any prior knowledge, skills, or experience students should already possess.

Have you seen this type of course offered before or presented the course elsewhere?

Yes

No

If so, where?

Do you have suggestions to maximize attendance beyond inclusion in the Schedule of Classes or ECC website?

Logistics

Number of sessions proposed: _____

Length of class*: _____

Ideal class size: _____ Minimum _____ Maximum

Note: *Sessions are typically 2 to 3 hours long and do not exceed 6 weeks.

Days of the week you are available to teach. Please include timeframes for availability.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day							
Evening							

Supplies/Materials

Supplies or materials needed:

Approximate supply cost per student for the class: \$_____

Compensation

Please indicate what you expect for compensation to teach this course.

Classroom Information

- Standard classroom
- Art room (sinks, work areas, computer lab, etc.)
- Other (specify): _____

Technology or audio/visual needs

Note: Classrooms are equipped with an overhead projector and DVD player.

- Internet/Wi-Fi
- Computers
- Other (specify): _____

Elgin Community College Mission Relevance

Please consider sharing any additional thoughts you may have as to how the course you are proposing furthers the College's mission and objectives. View the [mission statement](#).

Career/Industry Information

If the course you are proposing is for professional development or job training, please share with us any regional/national industry data/trends of which you may be aware.

Please share any other information that you think is relevant to this course proposal.

Proposal Timeline

Continuing Education strives to be flexible and agile, and given the high volume of proposals, reviews, and total program portfolio planning and logistics, the more time we have for the review the better. Please use the general timeline for submissions.

- Fall Term, proposals must be received by the previous February for full review and consideration.
- Spring Term, proposals must be received by the previous June for full review and consideration.
- Summer Term, proposals must be received by the previous November for full review and consideration.

Please print a copy for your records. This proposal is not a guarantee of employment or program acceptance. Continuing Education has the right to alter details in the proposal to remain in compliance with the College's mission and policies. You will be contacted by a program coordinator/manager if your proposal is accepted for consideration.

Thanks again for your interest in teaching with Elgin Community College Continuing Education.

While we may not have a need for your course this semester, feel free to repeat your submission according to the proposal timeline above.

Additional Information on Elgin Community College Continuing Education

Overview

Continuing Education/Extended Learning (CE) serves a diverse cross-section of District 509 residents.

Continuing Education seeks to connect the College to the larger community, introduce non-traditional students to expert instruction, support innovative teaching and learning, and enhance academic and career pathways through dynamic programs and services. Continuing Education brings value to community members of all ages to positively contribute to regional economic development and the overall quality of life.

Continuing Education Mission

The mission of Elgin Community College Continuing Education is to further the College's mission to be a center of excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education. Through its programs, Continuing Education extends the reach of the College, creating a lifelong link between community members (non-traditional students) and the many services and opportunities available at Elgin Community College.

Goals

- To promote the wide array of programs at Elgin Community College - academic, non-credit, cultural, business outreach, and overall campus - within District 509.
- To provide non-credit enrichment programming aimed at increasing individual skills and knowledge in a wide range of subject areas, taught by knowledgeable, qualified instructors.
- To maximize usage of Elgin Community College facilities and assets to ensure we are serving the total community, to recover costs to maintain sustainability, and enhance the public perception of ECC.
- To serve as a recruitment and retention channel for the College, providing students various entry points into the college and serving all residents throughout their lifetime.
- To connect with key industries and employers in the greater Elgin region and beyond to ensure their workforce receives up-to-date training and that the region remains competitive and economically strong.
- To work with internal ECC departments on programming, recruiting, outreach, marketing, and student support services to maximize community engagement and service.

Continuing Education Course and Program Definitions

- A course is a stand-alone class that meets on specific days and times for the purpose of learning a particular topic that may be for enrichment, academic preparation or professional development/advancement.
- A program is a series of courses or one in-depth course that leads to a specialized set of knowledge, expands career opportunities, or leads to licensure (CE professional training, state certification, third-party accreditation from a recognized certifying body within a given industry).

Please note: Continuing Education will not intentionally offer courses or programs that duplicate or conflict with academic or certificate programs at Elgin Community College. A Continuing Education program is deemed to be related to an academic degree or certificate if an existing career specialization is already offered or under development in another division at Elgin Community College.

As part of the program and/or course development process, the division of Continuing Education reviews data from multiple sources. CE solicits input from faculty members, current students, advisory committees, and industry partners. CE professional staff also review professional journals and participate in Continuing Education best practice associations.; CE regularly reviews trends and labor market statistics to identify current and future industry needs as well as job growth projections.

We constantly work to improve, expand and refine our offerings to serve the varied needs of the community members we serve.