



Williamsville
Community Education
Course Proposal Instructions

Thank you for your interest in teaching a class for Williamsville Community Education. The Community Education program runs fall (October to mid-December), winter (mid-January to March) spring (April to mid-June) and summer (July to mid-August) terms. The winter and spring semesters are included in one brochure.

Application deadlines for submission of courses will be accepted if postmarked before June 10 for fall term, October 10 for winter/spring term, and February 10 for summer term. (If the date falls on a Saturday or Sunday, the deadline is the next Monday.)

PLEASE NOTE: Even if you have taught for us before, you must fill out a proposal form. If you are teaching the same class as the previous term, you may simply tell us to use the previous copy for your course and instructor descriptions (though we recommend an occasional revision). However, we **must have a course proposal form with the rest of the information filled out each time you wish to teach. New instructors (and returning instructors with new course) must include course outline and resume. Please type or print clearly and send a separate form for each class you want to teach.**

Mail the completed course proposal forms to:

Williamsville Community Education
105 Casey Road P.O. Box 5000
East Amherst, NY 14051

CLASSES ARE SELECTED on the basis of your teaching qualifications, our ability to schedule the facilities required by the class, the appropriateness of the class for our community, the perceived marketability of the class, and the overall balance and diversity of Community Education offerings for the term. In any given term, we may not be able to select your class.

Williamsville Community Education will not offer classes that are clearly promoting your own private business.

CONTENT OF A CLASS is determined by you. Keep in mind that, based on our surveys, the people taking our Community Education classes do so primarily for enjoyment and personal growth. Serious topics may certainly be addressed, but they must be of the type that will attract people to your class. As you propose a class, you might want to ask, who would take this class? Why would they take it? How can I make it more attractive to them?

LENGTH OF A CLASS is determined by you. Many Community Education classes meet once a week for six to eight weeks, but can be scheduled for anywhere between one session and nine weeks for fall and winter semesters, six weeks for the spring and summer semesters.

CLASS TIMES are scheduled after the school day ends and on weekends. Keep your target audience in mind when scheduling a time for your class. Monday through Thursday evenings from 7:00-9:00 pm are the best times to offer adult classes. Most classes are held one evening a week or for consecutive Saturdays or Sundays.

FEES are set by Community Education with input from instructor. In general, we recommend that any extra fees be built into the price rather than charging students an additional fee.

MAXIMUM/MINIMUM ENROLLMENTS are set by Community Education with input from instructor. We try not to run classes that have less than 5 registered. In setting the fees and the minimum enrollment, we try to strike a balance that is reasonable for students and still pays you enough to make teaching the course worthwhile.

COURSE DESCRIPTIONS and INSTRUCTOR BIOS used in the Williamsville Community Education schedule are taken directly from your course proposal forms. Please write them, as you would like them to appear in print, **using complete sentences** and keeping to 50 words for course description and 25 words for your bio. We reserve the right to edit descriptions for any reason. Course description and bio hints: The course title should be simple or catchy. Course description opener should focus on the content or the learner. Opener techniques include a definition, the end result, a question, an outstanding or impressive fact, or a quotation. The course description should be enticing, factually complete, accurate with solid course information and written to the student (i.e. 'you will gain...' rather than 'the student will gain...'). The bio should be written in third person and establish your qualifications in terms of experience (more so than credentials or degrees).

TEXTBOOKS: Textbooks are not often used in Community Education classes. However, if you do plan to use a textbook, you can request us to order the books for your class. Please indicate on your course proposal if you need us to order books. Textbook fees are charged separately from registration fees.

INSTRUCTOR PAY: Our instructors are paid on an hourly or flat rate basis or as a contracted employee. If paid as a contracted employee, your pay will be a percentage of class fees received. You must operate a business to be paid as a contracted employee and must carry a \$1,000,000 insurance policy for your business naming Williamsville Central School District as an additional insured on the policy.

PAYROLL FORMS: It is essential that your payroll forms be in order **before** your class begins. Federal law requires us to verify your citizenship status and eligibility to work in the U.S. The New York State Department of Education requires fingerprinting for instructors teaching a class to anyone under the age of 21. This must be done prior to entering your classroom to teach. If you have been fingerprinted in another district, written verification will be required. The Williamsville district covers the cost of fingerprinting for district employees. Contracted employees cover the cost for themselves and for those working in their organization that will be teaching classes in the Williamsville district.

PUBLICITY: Our Williamsville Community Education brochure is mailed to all district residents at least 2 weeks prior to the start of registration. The Community Education Director must approve additional advertising, which you publish and distribute on your own, before sending it out.

QUESTIONS? Contact the Community Education office at 626-8080 or e-mail us at communityed@williamsvillek12.org