

BE A CONTINUING EDUCATION INSTRUCTOR!

The Department of Continuing Education at South Georgia College is actively seeking instructional proposals which feature innovative ideas for classes, workshops, trainings, lectures, and other educational experiences for professional development, personal growth and leisure. Our target audiences are the general public, professionals, seniors, and youth/children. All those interested are encouraged to respond to our call for proposals.

As an instructor, you can enjoy a flexible teaching schedule. Classes can be offered in a variety of formats. Examples would be offering the class twice a week during the evenings for several weeks or in one- or two-day/8 hour sessions. Details about class formats and times can be easily arranged with the Department. In other words, a class may have any number of meetings for any length of time as agreed upon by the instructor and the Department. Classes will be held at the South Georgia Campus. We may be able to negotiate other locations if those are more appropriate for your course.

Role of the Teacher/Instructor

The teacher's responsibilities are to design the course, establish objectives, effectively present the course information, and maintain positive relationships with students. Teachers will also recommend the appropriate number of class meetings needed to cover the material, the best times to offer the class, suggested course materials, and the maximum number of students acceptable for the class. Recommendations will be discussed and modified to fit the needs of the teacher and the Department.

Role of the Office of Continuing Education

Continuing Education staff will approve course proposals and materials, handle room assignments and technology needed for presentations, process registrations, set course fees and budgets, and produce publicity for the courses. We can help you with the obtaining of your supplies needed for your class.

Instructor Selection Process

You may apply to teach at any time. **To apply for a position teaching with Continuing Education, submit a completed Course Proposal form along with your resume.** If you have questions, we will be glad to assist you in completing the form. If you are proposing more than one class, please fill out additional forms, one for each course you are proposing. Return the forms via mail, fax, or email. Proposals will be reviewed by the Continuing Education staff. Instructors whose proposals are selected for potential development will be contacted and asked to meet with the staff to discuss the proposal. Once a program is scheduled, instructors will receive a contract and SGC Continuing Education guidelines.

Continuing Education Information:

1. The standard rate of pay for Continuing Education instructors is \$25.00 per hour.
2. All of our course or program offerings are budgeted to be self-supporting. A course or program minimum is based on expected income and expenses. We will establish a minimum enrollment that must be met prior to the course being held. South Georgia College Continuing Education reserves the right to cancel a course for insufficient enrollment, and to change the class location, date, time or instructor. If cancellations or changes occur, Continuing Education will notify participants as far in advance as possible.
3. Teaching areas:
 - a. Personal Enrichment, Non-credit. Open to general public, including summer camps. Minimum requirement: Expertise in area of interest. Prefer teaching experience but not required.
 - b. Professional Development, Non-credit. Open to general public. Minimum requirement: Expertise in area of interest and verifiable teaching experience.
 - c. Professional Development, Non-credit. Customized, Training and/or Consulting Programs. Minimum requirement: Degree in subject area preferred and/or extensive industry/consultant experience preferred.
4. Classes can be conducted at various times of the year. We have Summer Camp opportunities for children. Teachers from area schools are highly encouraged to submit course proposals for the summer of 2009!!

Course Ideas: (for children)

Education-oriented courses (science, math, social studies, etc)
Arts and crafts, sewing, scrapbooking
Cake Decorating
Study skills for school success, standardized test taking preparation
Literature, poetry, fairy tales
Beginning Spanish
Dance (Example – Sing and Dance to Disney)
Photography
Pet Care
Many more...

Course Ideas: (for adults)

Home Decorating
Sewing, quilting
Painting, drawing, sculpting
Floral Design
Decorating for the holidays
Landscape design
Personal Finance
Many more...