

COURSE PROPOSAL

**NB: INSTRUCTORS SHALL NOT SELL OR PROMOTE THEIR OWN COMPANY OR SERVICES, OR USE THE COURSE CLASS LIST FOR MARKETING PURPOSES.**

Date: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Bus Phone: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email address: \_\_\_\_\_ Fax # \_\_\_\_\_

SIN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Maximum # of students in class: \_\_\_\_\_

Preferred teaching time: Days: \_\_\_\_\_ Times: \_\_\_\_\_

Preferred campus: Abbotsford \_\_\_\_\_ Chwk \_\_\_\_\_ Mission \_\_\_\_\_

Length of proposed course: Hrs: \_\_\_\_\_ # of sessions: \_\_\_\_\_

Supplies required by instructor  
(include source & approximate cost)

Instructional Media required:  
TV/VCR \_\_\_\_\_ C.O.W. \_\_\_\_\_ O/H \_\_\_\_\_ Flipchart \_\_\_\_\_

Your qualification/experience for teaching this course (attach resume)

Short bio (may be used for advertising purposes)

Course Description of the course (to be used in the Continuing Studies brochure)

Learning Outcomes of the course:

Upon successful completion of this course, students will be able to:



## CRITERIA FOR SELECTION OF CONTINUING STUDIES INSTRUCTORS

1. Preference of at least five years current industry experience.
2. Completion (or evidence of program in progress) of undergraduate degree, provincial instructor diploma program or equivalent instructor training program.
3. Adaptability and flexibility regarding
  - time of course offering
  - possibility of course cancellation
  - available on short notice for contract training
  - able to travel to various locations
4. Where applicable instructors need to be certified by provincial/federal government licensing bodies and,  
  
Where applicable, instructors must be in good standing with associations or societies governing a profession or occupational field.
5. Close association with and knowledge of community and industry groups as per curriculum content and deliverance.
6. Up-to date resume and previous favourable, teaching references.
7. Good verbal and written communication skills demonstrated in an interview.
8. Demonstrated ability to work with and take direction from program director and assistant programmer.
9. Remain current in their area of expertise.
10. Abide by the continuing education salary scale.
11. An understanding of and adherence to the principles of adult education:
  - respect of student's knowledge
  - life experience
  - perspectives
  - personal boundaries