



Kids' College & Community Education Instructor Proposal

Elgin Community College's Career Training and Community Education departments are always looking for engaging instructors who can bring exciting topics to individuals and families in our community. Together, these departments offer dozens of non-degree, stand-alone classes, workshops, lectures, seminars, webinars, series, and trainings for people of all ages across a wide variety of topics and interests.

Are you interested in joining our portfolio of instructors?

Please complete the information below and return this form to cemailbox@elgin.edu or return it via mail or in person to Elgin Community College, Corporate & Community Education, Building K Room K128, 410 Renner Drive, Elgin, IL 60123.

Please Note: This is NOT an offer of full-time employment, and submission of this form does not guarantee we will run your class. Our career training and continuing education instructors are hired on a temporary status, and are not full-time ECC employees. There are no health or retirement benefits, and you are responsible for reporting the income when completing your tax returns. We also make no guarantee that a class will run. We do our best to market and promote our opportunities, but may cancel classes for low enrollment or other reasons. We also ask that you complete a background check to keep our participants safe. If your class requires specific degrees or certifications to teach, we will ask you to provide a copy of your credentials.

First, tell us about yourself:

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

What is your teaching or instructing experience?

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. Most importantly, what are your strengths as an instructor?

What kind of class do you want to lead?

Please indicate which type of instructing experience you're looking for, and take the appropriate next step.

I have a topic I'm knowledgeable and passionate about.

NEXT STEP: Please complete the information below.

I'm open to teaching anything.

NEXT STEP: Please return this form and we'll get back to you soon.

Tell us about your proposed class:

Proposed Title:

Short Description:

What type of class is it?

Personal interest or enrichment

Career or professional development

What is the target age range (check all that apply)?

- Youth - Elementary (Grades K-5)
- Youth – Middle School (Grades 6-8)
- Youth – High School (Grades 9-12)
- Adults
- Older Adults (Age 55+)
- Families

What are the learning outcomes or objectives?

How many total hours of class time are necessary, and what is your proposed format?

(e.g. 8 total hours, 2 hours a day on one weekday night for four weeks)

Does the class require any special equipment or materials?

No Yes. If so, please describe:

Are you offering (or do you plan to offer) this course elsewhere?

No Yes. If so, please describe:

What ability do you have to promote the class (e.g. social media, your community networks)?

Thank you for your interest in leading a class in our Community Education or Career Training departments. Please return this form, and we'll be in touch soon.