

**Continuing Education and Training
Course Proposal Guidelines**

Thank you for considering a course proposal with North Island College Continuing Education and Training (CET)! We are always looking for new course/ workshop topics and welcome your ideas. Following are some tips to consider when completing the *Course Proposal Form*.

Creating a course for Continuing Education allows for a lot of creativity and flexibility. Programs are offered on a broad range of topics and formats to suit the varied needs of adult learners. As most CET students are adult learners who are registering in courses for their own personal or professional interest, they are generally very motivated and fun to teach.

There is no specific format or length for a continuing education program: some may be on a weekend, while others can span weeks or even months. Courses may be offered evenings, weekends or the occasional weekday (as space allows). It is up to you to propose, from your experience, what would be the most suitable length and times for your course.

What Kinds of Courses Does CET Offer?

CET provides a range of general interest, professional upgrading, industry certification, and vocational programs. For a list of current programs, visit the NIC website at <https://www.nic.bc.ca/continuingeducation/>

What Would My Proposal be Reviewed For?

The CET Division differs from the academic or trades divisions of the College as all costs associated with a CET program are the department's responsibility. This means that in addition to instructor pay and any other typical costs related to a course (texts, equipment, and supplies), we also have to cover our administrative costs: the staff time and any expenses incurred for developing, marketing and maintaining a program.

As you can imagine, there are a lot of costs behind getting a program to the point where we are ready to offer it. Therefore, we need to see that significant thought has been put into the program content and whether or not there could be a reasonable demand for it in the community.

In reviewing course proposals, we look for:

- Potential market demand
- Uniqueness vs. availability of similar courses in the community
- Relevance of content to the community
- A clear overview of what the course entails
- Fit with other related courses we are offering
- Appropriateness of duration and timelines in regards to program content
- Instructor qualifications and teaching experience
- Ability to charge a reasonable tuition, once all is considered

What Types of Classrooms and Equipment are Available to Me?

We have a variety of classroom sizes and set ups available. All of our classrooms have whiteboards and overhead projectors/computers. We may be able to provide access to specialized equipment, depending on the course (for example, jewellery studio, kitchen) – therefore, you would need to let us know what you need. You should be specific about equipment and supplies you need for the class, as well as supplies that students will need to buy/bring for themselves. You should also identify if you have special equipment for your course that you can bring/provide. Pricing for both classroom and student supplies should be included in your proposal to the best of your knowledge so that we can better estimate the course cost and pricing.

When is the Deadline for Submitting a Course Proposal?

The best bet for a course to run is to have it advertised in our Learner's Guide (course catalogue) which covers fall/winter/spring. You will need to submit your proposal by **April 1st** in order for it to get into the Learner's Guide. We will also take additional course proposals by the **end of September** for the following winter, spring and summer.


How are Courses Advertised?

The Learner's Guide is one of our main advertising tools, but we also have the CET webpage and we run a bi-weekly ad in the local papers. For certain courses, we may also create specific ads, flyers or brochures or find websites or other online ways to advertise. We also rely on the instructor's help in spreading the word through their connections.

What do I Need to Submit?

- ✓ The attached Course Proposal Form OR a program/course outline that includes the information in the form.
- ✓ Your resume or a brief biography that clearly outlines your qualifications for teaching the proposed course/program, including your experience/training in the subject area and in teaching,
- ✓ 2 professional references specific to adult instruction

How do I Submit the Proposal?

Print the [Course Proposal Form](#) , fill it out and drop off the completed form to the Continuing Education office at the NIC campus nearest you. For a word document version of the form to submit by email, please contact [Julia Peters](#).

What Happens Next?

Your Course Proposal will be reviewed by the CET team of Training Officers and one will respond to you by email, typically within two weeks. We will let you know if the course is not of interest to the department at this time, or we may ask further questions. If your course is considered for inclusion in our offerings, a Training Officer will work closely with you to fine tune your proposal and come up with the best plan to move the course forward.

Questions? Contact Julia Peters at 250-923-9724 or julia.peters@nic.bc.ca

CONTINUING EDUCATION COURSE PROPOSAL

Date Proposal Submitted: _____ Campus(es) You Would like to Offer Course At: _____

Instructor's Name: _____

Mailing Address: _____

Email: _____ Phone (daytime): _____ Phone (evening): _____

Proposed Course/Program Title: _____

Course/Program Description: (Approximately 60 word description) _____

Proposed Course Format: _____ sessions X _____ hours per session = _____ total course hours

Proposed Course Delivery: *What is the most suitable month(s)/time of year for the course? Why? Would you prefer it run on evenings, weekends, mornings, afternoons, or a combination? (Note: daytime courses may be limited to Fridays and weekends only).*

Potential Participants: *Describe who the course is designed for (who is likely to want to take this course) and how it could be marketed to these potential participants beyond the NIC website and catalogue.*

Course Objectives/Learning Outcomes: *In point form, list what students will learn and/or be able to do as a result of taking the course.*

Outline for Class Sessions: *List the topics to be covered and possible class activities (lecture, discussion, lab, practice) for each session (add additional sessions if needed).*

Session #1: _____

Session #2: _____

Session #3: _____

Course Requirements: *Please indicate what you need for the course and provide an estimate of the costs where applicable.*

- equipment/supplies for class/instructor (with cost estimate):
- equipment/supplies for students (with cost estimate):
- manual or textbooks (with cost estimate):
- facilities (including audio-visual equipment, specific set up/type of classroom):
- minimum and maximum number of students (if applicable):

Other:

Have you taught this course somewhere else before? If so, please provide details.

Please provide a price range that you feel would be suitable to charge for this course.

What is your expected rate of pay?

Please provide a summary of how you are qualified to teach this course.

Add any other important comments or details:

Please Attach: Resume Teaching References (2)