

Teaching for UNBC Continuing Studies

Would you like to teach for UNBC Continuing Studies?

If you have a particular skill set, interest or expertise in a subject area and would like to share it with others, there may be an opportunity for you to teach with UNBC Continuing Studies. We welcome proposals at any time of the year, though our primary planning period runs mid-March to Mid-May every year.

Here's what we will be looking for from you!

Step One

Provide UNBC Continuing Studies with:

- A current CV or resume
- A course proposal
 - At a minimum the course proposal should include:
 - The course title
 - Course description and learning objectives
 - Description of potential students
 - List of any required resources, supplies, A/V equipment, course materials.
 - Length of the course (number of sessions, hours)
 - Delivery method (online, evening, weekend, daytime, preferred dates of delivery)
 - Cost of delivery (instruction fee, other course delivery costs)
 - Your contact information, including address, phone and email. If you have a website, that would be useful as well.

Feel free to download our current course catalog: www.unbc.ca/continuingstudies/catalog.

We suggest you also use or refer to our proposal template form for useful guidance on submitting a complete proposal. It will help you get an idea for the kinds of programming offered with UNBC Continuing Studies and the information we'd like to have for our review and planning process.

Submit your proposal to UNBC Continuing Studies either through email (cstudies@unbc.ca) with "New Course Proposal" in the subject line, or fax it to 250-960-5984. You may also drop off a proposal in person to our offices.

Step Two

UNBC Continuing Studies will have one of the Program Coordinators review your proposal taking the following into consideration:

- Potential market demand and marketability of the course
- Fit with Continuing Studies' strategic direction and other course offerings
- Availability of similar courses within the market
- Timeliness and relevance of the content
- Instructor qualifications and experience
- Resource requirements

After the review and general planning process is complete, UNBC Continuing Studies will get in touch with you regarding your proposal.

Thank you in advance for your proposal!



UNBC Continuing Studies Course Proposal Template

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Contact Information			
Name			
Email Address			
Phone (Day)		Phone (Eve)	
Address			
Date of Proposal			

Course Information	
Proposed Course Name	
Course Description	
Learning Objectives <i>(What will the student learn and/or be able to do as a result of taking this course?)</i>	



UNBC Continuing Studies Course Proposal Template

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Length of Course	# sessions	# hours per session	Total # hours per course
Instructional Method(s) <i>(Check all that apply)</i>	<input type="checkbox"/> Classroom lecture <input type="checkbox"/> Classroom discussion & participation <input type="checkbox"/> Interactive/hands-on activities <input type="checkbox"/> Computer lab work <input type="checkbox"/> Video-conferencing	<input type="checkbox"/> Guided field exercises <input type="checkbox"/> Online support tools (ie: Blackboard/Web CT) <input type="checkbox"/> Web-based delivery <input type="checkbox"/> Studio work <input type="checkbox"/> Other	
Prerequisites <i>(Please identify any specific courses, knowledge, abilities or equipment that is required.)</i>			

Course Materials	
Required Textbooks, Manuals or Other Readings	
Recommended or Optional Readings	



UNBC Continuing Studies Course Proposal Template

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Materials or Supplies to be Provided to the Students by Continuing Studies	
Materials or Supplies to be Purchases by the Students	
Facility Requirements	
<i>Computer Software and/or Hardware Requirements</i>	
<i>Audio/Visual Requirements</i>	

Instructor Qualifications

In addition to providing your CV or Resume, please provide a brief summary of your background qualifications to teach the course.



UNBC Continuing Studies Course Proposal Template

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Students and Market Needs	
Who is this course designed for?	
Why would they want to take this course?	
Please provide any suggestions on how to reach these potential students with course information.	

Other Information/Comments



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