

Continuing Education Course Proposal and Instructor Application
Triton Community College

Thank you for your interest in becoming an instructor with the Continuing Education department at Triton College! Teaching a non-credit class at Triton or one of our high school extension sites can be rewarding in so many ways. Experience the enjoyment of helping others by increasing their knowledge and skill.

Complete parts 1, 2, and 3 if you want to become an instructor **AND/OR** introduce a new course. Complete parts 1 and 3 if you want to become an instructor for one of our current courses (*include the subject area/course information of interest in the "instructor qualifications" section on page 2*).

Part 1. Personal Information (Please Print)

Date _____ Name (first, last) _____

Address _____

City/State/Zip _____

Home Phone _____ Other Phone _____

Email _____

Part 2. Course Proposal Information (Please Print)

Proposed Course Title: _____

Proposed Course Description: *Please attach a word document with the description of the proposed course to this application. Please include goals, topics, and possible projects*

Have you ever taught this course before (circle one): Yes No

If yes, where: _____ Dates: _____

Target Audience: Who will the class serve (age group, youth, workforce, seniors, etc)

Part 3. Teaching Availability

Start Date: _____

Days Available (circle one): Monday Tuesday Wednesday Thursday Friday Saturday

Preferred Time of Day (circle one): Mornings Mid-day Evenings

Instructional Material(s) (books, articles, tools, etc)

Special Equipment Needs (computer, audio visual, flip chart, special tables, etc)

Instructor Qualifications*Please attach an updated resume to this application. Feel free to include any additional pertinent information that is not included on your resume that could help us understand your expertise better*

Additional Concerns/Information

Please feel free to call us at 708-456-0300 ex. 3500 if you have any questions. Thanks for your interest.

FILL OUT THIS FORM AND RETURN TO:

Triton College, School of Continuing Education

Email (preferred): askce@triton.edu

Mail: 2000 Fifth Ave., Room A-201, River Grove, IL 60171

Fax: 708-583-3114

Phone: 708-456-0300 x3500