

# Osseo Area Schools Community Education

## New Instructor Application and Course Proposal

Thank you for your interest in teaching a class through Osseo Area Schools Community Education - Adult and Youth Enrichment. We are committed to enhancing the community and inspiring people to excel through powerful, inspirational, insightful and affordable seminars, workshops and activities.

### **Adult and Youth Enrichment goals:**

- Students gain the skills and receive encouragement to continue pursuing subjects on their own after a class
- LOW cost, affordable class fees that expand accessibility while covering all class expenses
- High quality instruction taught by instructors who are experts in their field
- Provide opportunities that meet the current needs of the community
- Convenient class locations offering access to community buildings
- Accuracy and integrity with all communications and interactions

The role of an instructor is extremely important. The best instructors are those who have a love of their subject and a desire to share it while creating a classroom atmosphere that is warm and welcoming. Community Education is not a vehicle for advertisement, promotion or solicitation of future business. Please keep this in mind as you complete the following forms.

### **Submit the attached form as soon as possible to:**

ISD 279 Community Education - Adult & Youth Enrichment  
11200 93<sup>rd</sup> Ave N  
Maple Grove, MN 55369

Over 68,000 catalogs are mailed to current students and district residents in mid-August for the fall session and mid-December for the winter/spring session. We are in a continuous process of planning classes for the upcoming season. In order to be considered, applications and all paperwork must be returned promptly. After receiving your application, we will review your proposed class. If your class is being considered, we will contact you to schedule a meeting. If we are unable to consider your class at this time, you will receive a letter thanking you for your interest.

Sincerely,

Melissa Henderson, Community Education Coordinator  
Osseo Area Schools - Community Education  
763-391-7117

[hendersonm@district279.org](mailto:hendersonm@district279.org)

# Osseo Area Schools Community Education

## New Instructor Application and Course Proposal

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, MN      Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Please summarize your professional and educational career.  
*Education*

*Professional Career*

*List any teaching experiences (only most recent three).*

What other experiences or knowledge qualify you to teach this course?

List three references who can attest to your teaching ability, knowledge of subject and/or character.

Name	Address	Phone	Relationship
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*The following information could be used in the class catalog.*

Please write one sentence that summarizes your qualifications to teach this class.

Suggested class title *(we have discretion to alter if needed):*

Brief class description:

Class minimum enrollment \_\_\_\_\_ Class maximum enrollment \_\_\_\_\_

Are you teaching this class as a community service or are you seeking reimbursement?

Community Service

For a Fee

Per hour rate: \$ \_\_\_\_\_ or Per Participant Rate \$ \_\_\_\_\_ *(include supply fee in the fee above if not expecting them to bring supply fee to class)*

Supplies: If you are not including your supply fee in your participant/hourly fee, please indicate what you want to charge and advertise in the catalog description?

\$ \_\_\_\_\_ (supply fee if not including in your participant/hourly fee)

What benefits would the students receive from taking this class?

- 1.
- 2.
- 3.

What materials/handouts would you provide to the students as a part of this class?

*(Please attach a copy of the handouts or PowerPoint/teaching materials. We REQUIRE a copy of your handouts 3 weeks prior to the 1<sup>st</sup> class. We will copy and mail them back to you so you have them for your class.)*