



Powell Valley Community Education

PCSD#1 / NWC Board of Cooperative Educational Services (BOCES)

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Greetings from PVCE:

The leaves have just started to turn color and drop from the trees, and that means that PVCE, your local community education office, is thinking of spring. We are already hard at work preparing for the spring semester noncredit enrichment courses.

Our organization, which promotes lifelong learning for Powell Valley residents, is seeking course proposals for the **January 26 to May 12** semester. This limited invitation, by special mailing, is extended to both potential and proven instructors. We invite you to share your unique knowledge, skills, and experience by teaching an enrichment class.

At PVCE we make it easy for you to teach. You provide the expertise in your subject, and we supply the marketing, facilities, registration, fee collection, and additional administrative support.

Early submission of course outlines is encouraged to enhance our marketing efforts. For full consideration please submit your course outline by **November 7, 2008**. Applications submitted after **November 7** will be considered if time and availability permit. For your convenience, we have enclosed a postage-paid return envelope. Please also note the calendar, printed on the reverse side of this letter, which will guide you in choosing a date(s) for your course(s). Please use one course outline form per class proposal.

We are available now to discuss ideas and answer your questions. A few FAQ's follow:

How does compensation for teaching work? Instructors determine the cost of their class. The fees cover the instruction, advertising, and most administrative expenses. We suggest \$3 per class hour as a reasonable guideline, but it is not a rule. Most instructors receive 55% of the tuition collected for instruction. We also consider public service programs, offered at no charge to participants and without compensation to the presenter.

What if my class requires supplies? Instructors must provide necessary supplies for their class, and are fully reimbursed for materials. Students pay a pre-determined supply fee, set by the instructor. Supply fees should offer good value to the student.

Will I be working under a contract? Yes. After your course is approved, a contract will be sent to you for your approval and signature.

Thank you for your consideration and continued support. Enjoy the crisp fall days, but start thinking of spring learning and teaching opportunities!

Sincerely,

Ingrid Eickstedt
Coordinator

Enclosures mentioned

Powell Valley Community Education's goal is to provide lifelong learning opportunities to residents, friends and neighbors of Park County School District #1 and NWC districts. Community education classes and workshops cover a wide range of topics and carry no college or high school credit. These programs are supported through the Board of Cooperative Educational Services (BOCES), a cooperative effort of Park County School District #1 and Northwest College.