

What is the Forest Hills Community Enrichment Program all about?

The Forest Hills Community Enrichment program is a learning network that offers a wide variety of enrichment courses, seminars, and programs designed to give people of all ages the opportunity to learn new skills, build confidence and meet new people. Forest Hills Public Schools is committed to the philosophy that community-based education enriches the life of the community and the people who live there.

Who is a student in the Forest Hills classes?

Our classes are open to people of all ages and although the majority of our participants reside in the Forest Hills Public School District, residency in Forest Hills is not required. Our customers take courses because they want to combine learning with having fun, do something new and/or meet people with similar interests. Teaching through Forest Hills Community Services is a very effective networking/marketing opportunity.

Who can teach?

We do not require enrichment instructors to have teaching degrees or certification. Adults who have skills or knowledge they would like to share are invited to submit a course proposal. All proposals are reviewed and if selected, the instructor is called in for an interview. Many instructors teach on a volunteer basis. Those who are paid may become employees of Forest Hills Public Schools. Instructors are responsible for developing their own courses and materials.

How do I design a program?

Courses and special programs are scheduled year round. You may schedule a course that lasts an entire session, or you may design a program that is shorter. Due to busy lifestyles, we find that the shorter courses are much more convenient for participants. The exceptions to this rule are language, some fine arts classes, and the more intensive programs. Though traditionally longer in length, it is sometimes convenient to schedule these as weekend programs. The course is for you to design. Feel free to use our expertise in determining how long and when to offer a course. In partnership, we can come up with exciting programs that appeal to the broadest range of students.

Writing your proposal

We've come up with the following guidelines to help you design a proposal. The best teachers are those who have a love of their subject, a desire to share it and expertise in the subject they will be teaching. If you think that you meet these qualifications, then don't hesitate to submit a proposal through the Forest Hills Community Services program.

Writing your proposal (continued)

It is important to make your course sound appealing, and communicate clearly and concisely what you will be teaching. Good course descriptions will interest more people and increase enrollments. The course proposal is comprised of:

■ A title

A good course title can mean the difference between a course that zooms off the charts and one that doesn't live up to its potential. The purpose of the title is to attract the reader's interest to what you are offering. Here are a few techniques: Keep the title simple or catchy (long or complex titles tend to confuse and dull titles will not capture the reader's eye.) Ask the reader a question. Use the word "you" in the title. This makes it personal and involves the reader. Keep it positive.

■ A description of what you will be teaching

Your course description should be enticing and interesting. The narrative should be written in the second person ("you"). The description should be factually complete and accurate, and should provide solid information about the course so people can decide whether it will serve their needs.

■ An instructor biography

Your biography should be 15 to 30 words in a paragraph underneath the description. Qualifications can be stated in terms of experience. It is also nice to include your interest or motivation in teaching the course. Please attach your resume and the names, addresses, and phone numbers of three references.

■ Interviews

If your proposal is accepted, an interview will be scheduled. During the interview your proposal the pay scale and contract, course dates, times and logistics will be discussed in greater detail. Following the interview, if your course has been selected, you will be sent a contract and additional information.

What can the Forest Hills Community Enrichment Program offer you as an instructor?

Your experience as a Forest Hills instructor gives you visibility within our brochure and newsletters. If you have your own business or are in a private professional service to the public, being a Forest Hills enrichment instructor offers you a new clientele resource, however we do not allow "sales pitches" or in-class advertisements of your company or office. We provide a vehicle for the display of your talent and expertise. Newspapers have written feature articles about many Forest Hills courses and instructors, and within the community, we are looked at as a resource for information and trends.



Dear instructor,

Welcome to Forest Hills Community Enrichment. We are excited about our upcoming program and your class is a welcome addition to our diverse selection of courses. To ensure a good working partnership among administrative staff, instructors and students, please read the following policies carefully.

Compensation

New instructors must go to the Forest Hills Schools Personnel office, located at 6590 Cascade Road, SE (corner of Burton and Cascade Rd.) to fill out paperwork for payroll before teaching. You will need to bring your driver's license and Social Security card. You should plan on approximately 1/2 hour to fill out the papers. The best time to go is between 8:00 and 11:30 a.m. or between 1:30 and 3:30 p.m.

Class lists and attendance

As an instructor, you have 24-hour access to your class information and roster(s). You can retrieve this information by logging on to our website, www.enjoylearning.com. If you need your log-in name and/or password, please contact our office at 493-8950. You can also request an attendance sheet at the Community & Aquatic Center or Fine Arts Center before the start of your class. If you would like it mailed or faxed to you, please let us know. If you have someone in your class who is not on your list, please let us know. If you notice that a student is not showing up for classes, please contact them and let us know if we need to drop them from the class.

Supply lists

If you are furnishing a materials or supply list, please provide us with a clean copy so we are able to communicate all necessary information to your students when they enroll.

Materials fee

In most cases, you are responsible for collecting any materials fee at your first class. This is a fee to cover the costs of any handouts or supplies that you will be providing the students. Typically our office does not collect this fee unless special arrangements are made in advance.

Publication changes

Any changes (e.g. location, time, date, course content) made to your class after promotion has occurred may result in low enrollments or refunds, which may cause a class to be cancelled. It is important to avoid changes, if at all possible. If an emergency arises, please notify us of any changes.

Course cancellations

Typically you will be notified within two days of your first class, if your class enrollment does not meet the minimum number required. A staff member will call students in the event of cancellation due to low enrollment. We will make every effort to transfer students into your next class.

Absences

If you are ill or unable to teach, we would like you to assist in securing a substitute for the scheduled class meeting. Emergency situations arise and we understand this, however we ask that you inform us as soon as you find there might be a problem in fulfilling your contracted obligations. We would like your assistance with notifying the students when possible.

Printing

If you need copied material for your class (more than 20 copies) you may use the Forest Hills Public Schools Printing Service. Please plan ahead and allow 2-3 days for printing. Printing request forms are available at the front desk of the Community & Aquatic Center and at the Fine Arts Center.

Weather

Cancellations of evening classes due to inclement weather will be decided by 2 p.m. Classes will be rescheduled when possible and participants will be informed through the instructor.

If Forest Hills Public Schools are closed due to inclement weather, Community Enrichment classes are usually cancelled. If Forest Hills Public Schools announce a delay due to inclement weather, senior citizens classes will begin at 9:45 a.m. (Any class with a starting time earlier than 9:45 a.m. will be cancelled.) The inclement weather policy is stated in our publications, however you may want to remind the students in class.

Evaluation

All instructors are provided with evaluation forms when given their class list. Please give students five minutes at the end of your last class meeting to fill out these forms. Have an envelope available for them to anonymously return their form: This will make your students feel more comfortable. Please return evaluation forms to the Community Enrichment office. Evaluation is not a closed process – you are welcome to review the course evaluations.

