



777 Grandview Drive, Kalispell, MT 59901 [www.fvcc.edu](http://www.fvcc.edu)

## CONTINUING EDUCATION Prospective Instructor Information

Continuing education classes at Flathead Valley Community College provide intriguing and engaging learning opportunities for life-long learners. Non-credit classes are available for a variety of personal development, business and workforce training and general interest classes and activities. The Continuing Education Center publishes three semester class schedules (catalogs) each year; Fall (Aug-Dec), Winter-Spring (Jan-May) And Summer (May-Aug).

The Continuing Education Center welcomes applications from individuals with a wide range of educational and life experiences. Applicants must demonstrate knowledge of subject matter and teaching competency.

New course proposals are accepted on an on-going basis and will be reviewed by the Continuing Education Curriculum Committee for determination of a potential teaching opportunity. Applicants are encouraged to submit a class proposal before the semester planning deadline; Spring (Oct 1), Fall (May 1) and Summer (Feb 1).

The Continuing Education Center follows nationally established standards for classes with potential commercial interest. Class time may not be used to sell a product or service with which the instructor is associated.

Please read through the "Desire to Teach" information materials and the application process described below:

1. Submit a resume that includes the following:

- Current contact information.
- Recent employment history.
- Training and experience related to your class topic.
- Education background. Include professional accomplishments, awards or leadership positions.
- Professional references. Include **three** references familiar with your teaching abilities.
- Sign and date your resume.

2. Complete the course (class) description form. A sample course (class) proposal is available to assist you. The format for Continuing Education classes may vary from a two- hour workshop to a ten-week class; the average length of a Continuing Education class is six weeks.

Once your proposal has been received, it will be reviewed by our curriculum committee. If your proposal is approved, you will be notified to schedule an interview.

If you have questions or need additional information, please contact:

- Chris Parson, Director of Continuing Education - 756-3839 [cparson@fvcc.edu](mailto:cparson@fvcc.edu)
- Debbie Struck, Administrative Specialist - 756-3835 [dstruck@fvcc.edu](mailto:dstruck@fvcc.edu)
- Rhonda Kalvig, Program Assistant - 756-3832 [rkalvig@fvcc.edu](mailto:rkalvig@fvcc.edu)

**Thank you for your interest in teaching through the  
Continuing Education Center at Flathead Valley Community College.**