

Henry Ford Community College
Center for Lifelong Learning

Thank you for your interest in teaching a non-credit course, workshop, or seminar through the Center for Lifelong Learning (CL2) at Henry Ford Community College. We look forward to learning about your course ideas. Existing courses may be reviewed at www.hfcc.edu/CL2.

Following is general information about CL2's instructor application process and a **Course Proposal Form**. After we receive your completed proposal, one of our Lifelong Learning staff members will contact you. In the meantime, if you have questions about the proposal process, please feel free to contact Sue Lohmann at 313-317-1506 or by email at sclohmann@hfcc.edu

GENERAL INFORMATION

CL2 STAFF

Ann Prenger, Director
Sue Lohmann, Program Manager
Diane Purdy, Program Manager Assistant
Tom Berryman, Secretary
Pauline Barbas, Secretary

We are located at 22586 Ann Arbor Trail in Dearborn Heights and can be reached at 313-317-1500 or toll free at 1-877-855-5252 from 8 a.m. – 7:30 p.m. Monday through Thursday and 8 a.m. – 4:30 p.m. on Friday.

PROPOSAL DEADLINES: The Center for Lifelong Learning produces three course schedules a year. A class may have any number of meetings, but most are scheduled within a term. Terms and deadlines are as follows.

Fall: Mid September – Mid December
Proposal Deadline: April 30

Winter: Mid January – March 31
Proposal Deadline: August 31

Spring/Summer: April 1 – August 31
Proposal Deadline: December 15

CLASS LOCATION: Most of our classes are taught at HFCC's Dearborn Heights Center located at 22586 Ann Arbor Trail, Dearborn Heights. However, some may be offered on the main campus or at off-site locations.

ROLE OF THE TEACHER: The teacher's responsibilities are to design the course, effectively present the course information as described in the schedule book, demonstrate positive leadership during the class, and recommend an appropriate number of class meetings, the best days and hours to offer it, course materials, and the maximum number of students acceptable.

ROLE OF CL2: The Center for Lifelong Learning will approve all course proposals and class details and handle additional details such as registration, course fees, location, equipment availability, and publicity.

INSTRUCTOR SELECTION PROCESS: You may apply to teach at any time.

1. Submit a completed **Course Proposal Form along with your resume.** If you have questions, we will be glad to assist you in completing the form. If you are proposing more than one class, please make additional copies of the form and complete one form for each class.
2. Return the forms via mail, fax, or email. After we have had an opportunity to review them, we will contact you for further discussion.

Center for Lifelong Learning

22586 Ann Arbor Trail
Dearborn Heights, MI 48127
313-317-1500 (Phone)
1-877-855-5252 (Toll free)

313-317-1508 (Fax)

jdeaton@hfcc.edu

COURSE PROPOSAL FORM

Deadline: See General Information Sheet.

Today's Date _____

Instructions: Please fill in the following information as completely as possible and attach any pertinent supporting information (e.g. – samples, articles, reviews, syllabus) that would be helpful. Please return it along with a **copy of your resume** to the above address, fax, or email.

Semester you wish to teach. (Fall, Winter, Spring) _____ Year _____

1. Name _____ Soc. Sec. # _____

2. Address _____ Apt/Ste. _____

City _____ State _____ ZIP _____

3. Business Name _____ EIN No. _____
(Required only if payment is to be made to a business rather than to an individual.)

4. Home Phone (____) _____ Work Phone (____) _____
Cell Phone (____) _____

5. Email _____@_____ Fax (____) _____

6. Suggested Course Title _____

7. Suggested Course Catalog Description (See samples at www.hfcc.edu/CL2.)

8. Please provide a list of course objectives by completing the following sentence. **Upon successful completion of this course, a participant will:**

a) _____

b) _____

c) _____

(Please attach a brief outline of the course. See attached sample.)

9. What book and/or supplies would need to be purchased by you or the students?

10. What is the approximate cost of books and/or supplies per student? _____

Should supply cost be **Paid to you 1st night of class** **Included in course price** **N/A**

11. What, if anything, should students need to bring to the first class? _____

12. What, if any, special clothing or items should students wear or bring? _____

13. What previous knowledge or skills in the subject, if any, will students need? _____

14. Circle **which day(s)** you prefer to teach? M T W R F Sat
What time? _____
15. How many hours are needed for one session of the class? _____ How many sessions are needed to complete the course _____?
16. How many students would you be willing to teach in a session? **Min** _____ **Max** _____
17. What type facility (classroom, gym, etc.) do you need for the course? _____
18. What A/V support (i.e. overhead, TV/VCR, computer projector, etc.) will you need?

19. I have enclosed **proposal form** **resume** **short outline**

Promotion of Business Disclaimer

The Center for Lifelong Learning is responsible for the content, quality, and integrity of the programs it offers. As a public institution, the college must always maintain an ethical and impartial position. We ask you to cooperate with college policy by not promoting, soliciting, or selling any product or service during the instructional period.

To help ensure that students receive an ultimate learning experience, instructors are required to provide classroom instruction only on generic issues. As such,

- All class examples and illustrations must be generic.
- Instructors should not give sales pitches or offer details about specific products or services in which they have a financial interest.
- Instructors should not distribute during class flyers or business cards from their personal business.
- **At the request of attendees**, instructors may make business literature available before or after class.
- Instructors may not use class lists for business solicitation of any kind.

Please sign below to indicate your understanding and agreement of these terms and conditions of employment.

Signature

Date

NOTE: For payment processing, instructors being paid through a business must submit an invoice after the last night of class.

SAMPLE DESCRIPTION, OUTLINE

Stress Makes Me Gain Weight

Description

As you near the holidays, do you find yourself reaching for cookies, ice cream, chips, or a cocktail? Is the scale creeping up? Then this class is for you. Biochemist Sandy Baumann will teach you how such simple measures as getting more light, drinking more water, turning off the TV, and increasing pleasure can help you lose weight. After a self-assessment to determine if you are a fast-burner or a slow-burner, you will discover what foods give you energy, which mineral controls chocolate cravings, and which minerals stop sugar binges. Gain control of your food intake, your weight, your brain chemistry, and your mood. 2 sessions 6:30 – 8:40 p.m.

Presenter: Sandy Baumann, M.S. biochemist

Objectives

Participants will be able to:

- Describe 3 ways that using chocolate, sweet and salty treats, and alcohol actually increase stress in the body
- Discuss how controlling blood sugar rises can reduce weight
- Explain the role of brain chemicals and metabolic type in determining food selections
- Describe three strategies to manage stress to reduce stress-related weight gain.

Outline

Recognizing stress—handout

Role of blood sugar in weight gain

Effects of stress on brain chemicals

What we reach for when we are stressed

What we can do for stress

See which brain chemical is out of order—handout

Have thyroid checked

Change what you eat for breakfast, lunch, dinner

Increase serotonin

Decrease stressors

Role of physical activity

Raise energy with fast music, calm with soothing music

Use recreation to balance your life: handout

Questions and answers