



Powell Valley Community Education

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

MAILING ADDRESS: c/o Northwest College ▪ 231 W 6th Street ▪ Powell, WY 82435
OFFICE LOCATION: Orendorff Building, Room 119 ▪ PHONE: 307-754-6469

FAX: 307-754-6245 ▪ E-MAIL: pvce@northwestcollege.edu
WEB SITE: www.northwestcollege.edu/pvce

Greetings from PVCE:

The weather is starting to warm-up and flowers are beginning to bloom, so that means that PVCE, your local community education office, is thinking of... **FALL**. Yes! Fall! We are working diligently on assembling the fall semester's schedule of noncredit enrichment classes.

Our organization is seeking course proposals for lifelong learning courses for proposed dates falling somewhere between **September 14** and **December 11, 2010**. This invitation is extended to both potential and returning instructors. We invite you to share your unique knowledge, skills, and experience by teaching an enrichment class this fall.

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 from today through June 10. After that, proposal approvals will be limited to what staffing and print shop deadlines will allow. 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. These forms are also available at our website www.northwestcollege.edu/pvce.

We are available 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 these lovely spring days, but please think about fall learning and teaching opportunities!

Sincerely,

Ingrid Eickstedt
Executive Director

Enclosures mentioned