



Dear Potential Instructor:

Thank you for your interest in teaching through The Business & Training Center at Edmonds Community College. Our staff and administrative offices are located in the I-5 Quadrant Corporate Park located at 728 134th Street SW, Suite 128, Everett, WA 98204.

We strive to meet the interests of our community by offering a variety of quality and innovative courses. You are invited to visit our website:

www.the-btc.com

Please complete the attached course proposal form. Your materials will be reviewed to determine if your course proposal(s) will be a good match for our programs. You will be notified regarding the status of your proposal and at that time an interview may be scheduled.

You will be asked about your class; your teaching experience; and your teaching methods/style. Classes offered through The Business & Training Center are non-credit, short term, self-support enrichment classes with an emphasis on participative learning.

I look forward to receiving your information and hope that we will be working together.

Sincerely,

Cyndi Schaeffer
Executive Director
The Business & Training Center
Edmonds Community College
cyndi.schaeffer@edcc.edu
425.640.1183



The Business & Training Center Course Proposal Form

Name: _____ **Social Security:** ____ - ____ - ____

Address: _____

Phone numbers: Day (____) _____ - _____ **Evening** (____) _____ - _____

Email: _____

Instructor Pay: _____

Class Minimum: _____ **Class Maximum:** _____ **Class Fee:** _____

Class Title: _____

Class description: (please always try to send it electronically)

Preferred days, dates & times: _____

Preferred Location: _____

Special Equipment, room requirements or instructional materials needed:

Ideas for Marketing/Do you need flyers for distribution?

Instructor Bio: (please always try to send it electronically)

Class Objectives:

Assessment: (How will you know when the students meet the class objectives?)

Student Supplies: (textbooks, hand outs, specialty equipment)

Provide at least two references that are familiar with your teaching.

**Please mail completed form to: The Business & Training Center
Attn: Course Proposals
728 134th Street SW, Suite 128
Everett, WA 98204**

For BTC STAFF ONLY:

Reviewed By: _____

Submitted Date: _____

Proposal Status: _____

YRQ for Class Start: _____

Notes: _____
