

**Purdue University North Central
Office of Continuing Education**

Thank you for your interest in teaching a non-credit course with PNC. We look forward to learning more about your ideas. Existing courses may be reviewed at www.pnc.edu/ce.

The following is general information about the application process and a Course Proposal Form. After we receive your completed form, we will review the information and contact you. In the meantime, if you have any questions about the process, call our Westville staff, Ted Soeka or Denise Sola, at (219) 785-5343, or our Valparaiso Academic Center staff, Phyllis Dranger or Darlene Livingston, at (219) 531-4200.

General Information

Westville Campus Staff

Ted Soeka – Manager Continuing Education Programs
Denise Sola – Secretary

Office of Continuing Education
LSF Building, Room 104
1401 S. U.S. Hwy 421
Westville, IN 46391

Toll free within Indiana: (800) 872-1231, ext. 5343
(219) 785-5343
Fax: (219) 785-5418
conted@pnc.edu
www.pnc.edu/ce

Office Hours: Monday – Friday, 8 a.m. – 5 p.m.

Valparaiso Academic Center Staff

Phyllis Dranger – Manager of Continuing Education Programs
Darlene Livingston – Secretary

600 Vale Park Road South
Valparaiso, IN 46383
(219) 531-4200

Fax: (219) 462-4828
vac@pnc.edu

<http://www.pnc.edu/portercounty/>

Office Hours: Monday – Friday, 9 a.m - 6 p.m.

Proposal Deadlines

The Office of Continuing Education generally schedules courses in line with the traditional semester format here on campus. This, however, is not mandatory. We are willing to work with flexible scheduling. A class may have any number of meetings for any length of time. We do, however, have deadlines for printing purposes. Currently, we produce 3 course catalogs each year. The deadlines for course proposals each semester are as follows:

Spring Semester:	January – April Course Proposal Deadline: October 8
Summer Sessions:	May - August Course Proposal Deadline: January 31
Fall Semester:	September – December Course Proposal Deadline: April 29

Classes can be held here at the Westville campus or at our Valparaiso Academic Center. We are also able to negotiate other locations if those are more appropriate for your course.

Role of the Teacher

The teacher's responsibilities are to design the course, effectively present the course information as described in the course catalog, demonstrate positive leadership during the class, and maintain positive relationships with students. Teachers will also recommend the appropriate number of class meetings needed to cover material, times to offer the class, course materials, and the maximum number of students acceptable for the class. Recommendations will be discussed and modified to fit the needs of the teacher and the department.

Role of the Office of Continuing Education

Continuing Education staff will approve course proposals and materials, handle room assignments and technology needed for presentations, process registrations, set course fees and budgets, and produce publicity for the courses. We do all of your copying and can order materials and course books for you. We also process your contracts and human resources forms, for example your tax forms.

Instructor Selection Process

You may apply to teach at any time. Courses will be finalized by the dates given under "Proposal Deadlines." To apply for a position teaching with Continuing Education, submit a completed Course Proposal form along with your resume or call us for an application. If you have questions, we are glad to assist you in completing the form. If you are proposing more than one class, please fill out additional forms, one for each course you are proposing. Return the forms via mail, fax, or email. Instructors will be evaluated by their students and by the Continuing Education staff to ensure we are providing quality courses at the level expected of a university.



Office of Continuing Education

Non-credit Course Proposal Form

For deadlines, see prior information.

Suggested Course Title: _____

Suggested Course Catalog Description: _____

Description of potential students: _____

Provide a list of course objectives by completing the following sentence:

Upon completion of this course, students will be able to...

1. _____

2. _____

3. _____

What previous knowledge or skills should a student have before taking this class?

What should the students bring with them to the first class?
