

**HIRING INSTRUCTIONS OF NON-CREDIT COMPUTER APPLICATION  
COURSES IN THE  
COMMUNITY DEVELOPMENT AND LIFELONG LEARNING  
DIVISION AT JCC**

<b>CLASS DEVELOPMENT</b>
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The college serves the community with a variety of adult occupational and self-supporting computer training courses. These include basic computer, internet, office applications, and design applications such as AutoCAD, Dreamweaver, programming classes, and a variety of other offerings such as certificate programs that are made up utilizing several courses.

Johnston Community College is committed to a comprehensive lifelong learning program for all citizens in its service area. To fulfill this commitment, the College offers a variety of courses upon request when three requirements are met:

1. Minimum enrollment for a course must be met.
2. A qualified instructor must be available.
3. A suitable location for the class must be obtained.

### **LOCATIONS**

**The Cleveland Center** is located twelve miles west of the main campus, 9046 Cleveland Road, Clayton. The facility includes drawing studios, classrooms (up to 50 students), computer lab, auxiliary classrooms, and administrative offices.

**The Workforce Development Center** is located at 135 Bestwood Drive, Clayton. It is a multi purpose facility that accommodates science-related education and bio-technology training. It has 8 classrooms, science labs, two computer labs and the large Discovery Room can accommodate 90+ students.

**Elsee Building** is located on the main campus of Johnston Community College. It has a variety of classrooms and is the site of the Community Development and Lifelong Learning Division that is open during the day, evenings, and weekends.

**Kenly Center** is located at 408 South College Avenue in Kenly. This is another outreach center in Johnston County that has multi-purpose classrooms and a computer lab that is open during the day, evenings, and weekends.

**Benson Center** is located at 314 South Lee Street in Benson that is also equipped with multi-purpose classrooms and a computer lab that is open during the day, evening, and weekends.

In addition, the College offers continuing education programs at Chambers of Commerce, town halls, industrial sites, fire departments, EMS stations, and police departments.

## **THE CLASS OFFERING PROCESS**

- A request for a class is received
- An instructor is identified and hired
- Class Location, Date, Time established
- Class request is approved by VP, Con Ed.
- Books or other class materials ordered
- Note: Only the Director is authorized to order course texts/materials
- Instructor packet assembled and delivered to instructor
- Class is held
- Packet is returned to Director of Secretary or another designee at end of class
- Class is closed out

An individual can contact Paula Parrish, Director of Computer Applications and Distance Learning at (919-209-2108) or email: [pwparrish@johnstoncc.edu](mailto:pwparrish@johnstoncc.edu) to propose a subject they would like to instruct. However, it formally begins with a written proposal.

## **THE PROPOSAL**

The class proposal is a one page summary outline of the topic (see attached format). It will include a class title, learning objective(s), number of sessions, dates and time the instructor would like to offer this class, and a single, concise paragraph (blurb) explaining the class content. An instructor decision should be made as to which JCC teaching location is preferred. In addition, if a textbook is required or recommended, this should be listed as well as any student or instructor materials that will be provided by the potential instructor. It is necessary that the proposal include a statement explaining why the instructor is qualified to teach this subject by listing any education and/or experience in the subject matter.

The class title and summary should be written in an appealing, creative, and “marketing” style that is persuasive in nature to encourage student enrollment. Looking at an existing Johnston Community College (JCC) Continuing Education catalog can reveal examples of good class titles and summaries.

## **INSTRUCTOR INTERVIEW**

During the initial phase, a single meeting or several meetings can occur between the instructor candidate and the Director and other staff members. This might include a pre-proposal meeting, a discussion of the proposal, a syllabus meeting, and an instructor

interview. At the very least, an instructor interview is conducted (usually 2 or more staff members) to determine the qualifications and ability of the instructor candidate to teach this topic as well as a review of the class details.

\*\* A *required* meeting is held by the Director to allow the instructor to conduct a “strict” 15 minute teaching presentation to a panel of staff members and to agree on an approval. If approved, a contract will be offered to the instructor to teach the class.

If the proposal is accepted for class implementation, a course syllabus is then developed by the instructor and submitted to the Director and copies should be made for each student that is enrolled in the class to be submitted to the students by the instructor on the first class meeting.

## **SYLLABUS**

Using the initial class proposal as a reference, the syllabus is prepared. This is a breakdown of topics that will be presented at each class session. If a textbook is used, the syllabus might list the chapters covered at each class meeting and/or additional materials, exercises, discussions, AV programs, etc. that will be presented. (If guest speaker(s) or an additional instructor is to be used, or if an off-site teaching location is to be used, this needs to be specified in the proposal as well as the syllabus.)

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## **CLASS IMPLEMENTATION**

When your class is nearing its start date (initial class meeting) you will receive your instructor/class packet. It will contain the following:

### **INSTRUCTOR CLASS PACKET & INSTRUCTOR CONTRACT**

Your instructor packet contains all the documents and paperwork you need for your class. If you are missing a document, notify the Director or Dena Hatton (209-2072). It will contain:

- Contracts are yellow documents.
- Sign the **yellow copy of your Contract**, place it in the packet or give it to your Director and keep the white copy for your file.
- Whenever you use a **Timesheet (white document)** make sure you turn one in for each month that you teach or you may choose to receive payment at the end of the class session for the total amount.

Note: Due date for a timesheet is the 10th of the month. (Example: A timesheet for Feb. is due by the 10th of March.)

- At anytime during your class, the Director may come unannounced to evaluate your teaching skills. An evaluation form will be in your packet.

- Another form that will be in your packet will be a “make-up” form that is used only for emergency situations in which the instructor cannot make class and the students must be notified by the instructor and to the Director as soon as they know they will not be able to attend class.

### **CLASS ROSTER**

The Class Roster is a three page duplicated form. The top sheet is white, the second is yellow and the third is green. The instructor may keep the green copy for their records.

- Confirm that all students printed their FULL name legibly, included the last four digits of their social security number, the amount the student paid for the class, and their signature is in the last column.
- Match the signed roster to the list of registered students (from the sheet provided in your packet.) to the yellow attendance sheet.
- The instructor **MUST** sign the bottom of the roster before submitting it to the Director or office.
- Turn the roster in to the Director no more than 24 hours after the 10% census date.

### **REGISTRATION FORMS**

Students are encouraged to enroll at least 5 days prior to the start date. The number of enrollments will determine if the class has met the minimum number of participants to hold the class.

However, it is usually possible to register before the start of the first class session and if a student shows up in your class on the first night who has not pre-registered and wishes to register, the forms are provided in your packet. You **may** accept their money/check/credit card in the **exact amount**, but put their payment in a locked, secure place until the next day when you can get it to Director.

### **EVALUATION FORMS**

- Ask for a volunteer to distribute the green Evaluation forms.
- Remind students that there are questions on the back of the form.
- Ask students to place an N/A next to a question they don't want to answer.
- Ask a student to collect the forms and place them in a sealed envelope (provided). Place the sealed envelope in your packet.

### **COMMON DOCUMENTATION ERRORS**

- Instructor failed to sign the roster, the attendance sheet, the time sheet or the contract
- Student(s) names from the registration database list provided by the Director do not match the signed Class Roster, (Billy Joe Smith vs “Claude” Smith)
- Student(s) failed to sign the Registration and/or Waiver form
- Legibility - can't read the printed name and/or signature
- Dates are left off documents
- Instructor fails to put an E when students enter the class on the yellow attendance form (if supplied)
- Instructor fails to put the number of hours for a Contact Hour class for each meeting time on the blue attendance form (if supplied)

All of the above will be explained in further detail when an interview is conducted with the Director, Paula Parrish, who can be reached at (919) 209-2108.

**Computer Applications and Distance Learning**  
**Director: Paula Parrish**

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**\*\*Please be as exact as possible**  
**\*\*Please use one form per class**

**Example:**

**Computer Initiation and the Internet (Level 1) (24 hrs)**

Computer Initiation is a **slow-paced** computer course for the very beginner that has never turned on a computer or has very minimal experience.

**Course Code: CAS 3120 02F**

**Date:** Sept. 27 – Nov. 15, 2010, Mon., 6p-9p

**Location:** JCC/Elsee, Kenly Center, Cleveland Center, Benson Center, WFDC/Clayton

**Room:** A164    **Instructor:** A. Penny

**Registration:** \$68 (includes \$3 tech fee)

**Book:** Not required. |

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**Course Title:**

**Course Description**

**Course Code:** **LEAVE BLANK**

**Date, Day, Time:** USE FORMAT ABOVE

**Location:**

**Room #:**                      **Instructor:**

**Registration Fee:** **LEAVE BLANK**

**Book Title:**

**Book ISBN:**

**\*\*Course code and Registration Fee will be placed by Director. In the course title, also list the number of hours the course will be. Course description can be left blank if already in place. Any additional elements may be added. |**