



WORKFORCE DEVELOPMENT

LIFELONG LEARNING INSTITUTE

Fall 2017 NON-CREDIT COURSE OFFERING APPLICATION PROCESS

If you are interested, please contact the
Blackfeet Community College Workforce Department for applications.

Daniel Parrent

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Or

Dr. Lester R. Johnson, III

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lester.j@bfcc.edu

*Applications will be taken on an on-going basis, but the deadline
Fall Semester Lifelong Learning Institute schedule is Friday
August 11, 2017.*



**Blackfeet Community College, Workforce
Development Lifelong Learning Process for
Adjunct Instructors**

Anyone interested in teaching for Workforce Development Lifelong Institute as an adjunct instructor must participate in the following process:

1. To begin the process, the applicant must submit the following initial documents to the Continuing Education Coordinator:
 - a) Updated resume
 - b) Lifelong Learning Course Development form (**attached**).
 - c) Complete a course syllabus (course outline) template, for each class to be taught, or
 - d) Agenda
2. Upon approval of course, the instructor will be required to fill out a consultant agreement with the Vice President of Workforce Division.
3. If using BCC facilities a **Facilities Use Form** will be required.
4. Participant sign-in sheet, the instructor will document participant contact hours.
5. Continuing Education Unit (CEU) Forms will need to be completed by each participant upon completion of the course(s). Instructor will sign and date the form then return to the CEU Coordinator.
6. Course/Instructor Evaluation Form will be required for each course.



Course Development Form

Proposed Course Title: _____

Instructor: _____ **Phone:(H)** _____ **(W)** _____

Address: _____ **Email:** _____

Dates & Times: _____

Maximum Number of Hours: _____

Course Description:

Course Materials:

Course Objectives:

Instructor Profile:

Education:
