



# Community Services

Forest Hills Public Schools

660 Forest Hills Avenue SE ~ Grand Rapids, Michigan 49456 ~ Phone 616-493-8950

Fax 616-493-8959

[www.enjoylearning.com](http://www.enjoylearning.com)

---

## Course Proposal Information

Welcome to Forest Hills Community Services. We are excited about our upcoming program, and your class is a welcome addition to our diverse selection of courses. To ensure a good working partnership among administrative staff, instructors, and students, please read the following carefully.

---

### **About Community Services**

Forest Hills Community Services is part of Forest Hills Public Schools. The Community Services program is a learning network that offers a wide variety of enrichment courses and seminars designed to give adults and youth opportunities to meet new people and learn new skills. Forest Hills is committed to the philosophy that community-based education enriches the life of the community and the people who live there.

Our classes are open to people of all ages, and residency in Forest Hills is not required. Students participate in our courses because they want to learn to do something new and/or meet people with similar interests. Teaching through Forest Hills Community Services is a very effective networking/marketing opportunity. We do not require enrichment instructors to have teaching degrees or certification, although certification is preferred for certain classes. Adults who have skills or knowledge they would like to share are invited to submit course proposals. Instructors are responsible for developing their own courses and materials. The Community Enrichment Coordinator will arrange for a space within the community for the instructor to teach his/her class.

Courses and special programs are scheduled year round. You may design and schedule a course that lasts an entire session, or you may design a program that is shorter. Due to busy lifestyles, we find that the shorter courses are much more convenient for participants. The exceptions to this rule are language, fine arts, and the more intensive programs. Feel free to use the Enrichment Coordinator's expertise in determining how long and when to offer a course. In partnership, we can develop exciting programs that appeal to the broadest range of students.

### **Writing Your Proposal**

The best instructors are those who love their subject and want to share their knowledge and enjoyment of it. If you think that you meet these qualifications, the next step is to submit a proposal. It is important to make your course sound appealing and to communicate clearly and concisely what you will be teaching. Successful course descriptions increase enrollments. The course proposal is comprised of:

#### Title

A good course title can mean the difference between a course that zooms off the charts and one that doesn't live up to its potential. The purpose of the title is to attract the reader's interest. Keep the title simple or catchy; long or complex titles tend to confuse,

and dull titles will not capture the reader's eye. Ask the reader a question. Use the word "you" in the title. This makes it personal and involves the reader. Keep it positive.

#### Description of what you will be teaching

Your course description should be enticing and interesting. The narrative should be written in the second person ("you"). The description should be factually complete and accurate, and should provide solid information about the course so people can decide whether it will serve their needs.

#### Instructor biography

Your biography should be 15 to 30 words in a paragraph underneath the description. Qualifications can be stated in terms of experience. It is also nice to include your interest or motivation in teaching the course. Please attach your resume and the names, addresses, and phone numbers of three references.

The Enrichment Coordinator reviews all proposals. If your proposal is accepted, an interview will be scheduled. During the interview we will discuss your proposal in greater detail. The pay scale, contract information, course dates, times, and logistics will be discussed at this time.

#### **What can the Forest Hills Community Services Program offer you as an instructor?**

Your experience as a Forest Hills instructor gives you visibility within our Community Services catalog, which is mailed to every Forest Hills resident. If you have your own business or are in a private professional service to the public, being a Forest Hills enrichment instructor offers you a new clientele resource; however, we do not allow "sales pitches" or in-class advertisements of your company or office. We provide a vehicle for the display of your talent and expertise.

Three options are available for compensation. If you are incorporated with a Federal ID number, you can invoice our department on your business letterhead, including the dates of service and compensation amount. The second option is to complete our Contracted Service Agreement each time you need to be compensated for your service. With this option, the district will need you to complete a W-9 form (one time only). The third option is to fill out payroll paperwork at the Forest Hills Schools Personnel office, located at 6590 Cascade Road, SE (corner of Burton and Cascade Rd.). You will need to bring your driver's license and Social Security card; you will also need to be fingerprinted. You should plan on approximately ½ hour to fill out the papers. The best time to go is 8:00- 11:30 a.m. or 1:30 and 3:30 p.m.

#### **What Instructors Need to Know**

##### **Class Lists and Attendance**

Instructors have the option of accessing class rosters and email addresses from our department web site [www.enjoylearning.com](http://www.enjoylearning.com). Instructors also may pick up class rosters at the front desk of Community Services before the start of class. Class rosters can also be mailed or emailed, if needed.

##### **Supply Lists**

If you are furnishing a materials or supply list, please provide us with a clean copy so we are able to communicate all necessary information to your students upon enrollment.

##### **Materials Fee**

You are responsible for collecting any materials fee at your first class. This is a fee to cover the costs of any supplies that you provide to the students. Our office does not collect this fee.

**Printing**

If you need copied material for your class (more than 20 copies), you may use the Forest Hills Schools Printing Service. Please plan ahead and allow 5-7 working days for printing. Printing requests can be made with your Enrichment Supervisor.

**Publication Changes**

Any changes (e.g. location, time, date, course content) made to your class after the publication of the Community Services brochure or newsletter may result in low enrollments or refunds, which may cause a class to be cancelled. If an emergency arises, please notify a Community Services staff member of any changes.

**Course Cancellations**

If your class enrollment does not meet the minimum number required, the class will be cancelled. Community Services will contact students in the event of cancellation due to low enrollment and will issue refunds. We will make every effort to transfer students into your next class.

Class Withdrawals and Cancellations Policy

Minimum enrollment in most classes is eight students. Cancelled classes entitle the participant to a full refund. Please allow time for processing. At times, we must postpone or relocate classes. Changes, while unavoidable, are kept to a minimum. If the participant withdraws from a course up to three full working days in advance of its starting date, he or she will receive a refund minus a \$10 processing fee, or a full course credit to be used within one year of the date of issue.

Satisfaction Guaranteed Policy

We are proud of the quality of our classes and programs. However, if any student has any concerns about a class or the manner in which it was conducted, encourage the student to contact our office at (616) 493-8950. If we cannot resolve the situation, a Community Services credit for the class fee plus a \$10 credit toward a future class is provided.

**Absences**

If you are ill or unable to teach, we ask that you inform us as soon as possible. If you have a problem fulfilling your contracted obligations, we ask that you inform our department as soon as possible. We would like your assistance with notifying the students when possible.

**Severe Weather Policy**

If Forest Hills Public Schools is closed due to inclement weather, the Forest Hills Public Schools Community, Aquatic Center, and Senior Center also will be closed. All Community Services classes and activities will be cancelled for that given day. If Forest Hills Public Schools experiences a two-hour delay in the morning, all classes and activities for adults that begin before 9:45 a.m. will be cancelled. All classes that begin at 9:45 a.m. and after will run as scheduled on that given day. If inclement weather occurs during the school day, a decision to cancel evening classes and activities will be made by approximately 2 p.m. Check local TV, or call 616-493-8950. We will attempt to re-scheduled canceled classes for a later date.

**Evaluation**

Evaluation forms are available at our main office and can be emailed to you for distribution to your students. Please encourage all students to complete these forms. Please return evaluation forms to the Community Services office. Evaluations are not a closed process – you are encouraged to review your course evaluations.

## **Seasonal Timelines and Deadlines for Quarterly Publications**

### **Fall**

Class Dates: September – December (approximately 14 weeks)

Deadline: late May (to submit classes)

### **Winter**

Class Dates: January – March (approximately 12 weeks)

Deadline: late September (to submit classes)

### **Spring**

Class Dates: April – June (approximately 9 weeks)

Deadline: late December (to submit classes)

### **Summer**

Class Dates: June – August (approximately 10 weeks)

Deadline: late February (to submit classes)

\*For specific dates and class forms, contact your Supervisor.

### **Community Services Staff**

Tim Raymer Assistant Superintendent for Finance

Kelly Swieter Aquatic Supervisor

Melissa Hinken Adult Enrichment Supervisor

Nancy Liversedge Youth Enrichment and Sports Supervisor

Jean Kubiszewski Senior Enrichment Supervisor

Vicky Tabor Administrative Assistant

Deb Zbikowski Finance Secretary