

Guidelines for Completing the LLU Teaching Application

The numbers below correspond with the numbers on the teaching application form. We hope this information assists you in completing the teaching application. Please write clearly...if we can't read it, it does us no good.

1. Please fill in today's date: Month/Day/Year.

2. A) Your name (your real name for accounting purposes).

B) Your name as you wish it to appear in the schedule, the "pen name" you use when you teach. Use a "pen name" only when absolutely necessary. If you use a "pen name" it may take our staff additional time to retrieve your information in the computer and makes accounting more difficult. Do not include your professional designations here—include it in step 16.

C) The name under which you wish your checks be made payable. If other than yourself, indicate the official name of your business.

3. Use a company name *only* if correspondence from our office must be mailed to an address other than your home. A home address is preferred over a business address.

4. Address: Please give us a permanent address. This is where we will mail all future correspondence. If you move, please let us know.

5. Your Social Security number. If you want payment to be made to a business, we must have the Federal Tax number. We will not process this application if you fail to give us either a Social Security number or a Federal Tax number.

6. Phones: (If your phone numbers change, please notify us so we can give students accurate ways to contact you.)

A) Number(s) at which the students can contact you when necessary (to be printed on the students' confirmation forms). At least one phone number is required.

B) Numbers where LLU staff can reach you. Day, evening, cell, fax if applicable. These numbers are not given out to students.

7. Internet: E-Mail address

8. Please indicate in which section of the LLU schedule you believe your class should appear: Arts & Crafts, Boating, Business Basics & Careers, Cars/Bicycles, Cinema/Acting/Voiceovers, Computers, Cooking/Wine Tasting, Dance, Discussions/Current Events, Education—Test Prep, Memory, Scholastic, Financial Planning/Investing/Taxes, Fitness/Movement/Exercise, Games/Card Playing, Gardening/Landscaping, Genealogy, Guns, Explosives, Health/Appearance/Stress Relief, History, Home Improvement/Energy/Decorating, Languages, Legal Issues, Massage, Music, Nature/Animals, Organizational & Social Skills, Personal Development, Photography, Real Estate, Relationships/Communication/Self Esteem, Religion, Retirement/Healthcare, Speaking/Writing/Publishing, Sports, Travel/Trips.

9. Name of Class: Please keep it short. If it is a cute class, consider a humorous or catchy title.

10. Class Description: Make it exciting and interesting. Read class descriptions in the LLU schedule to see how other classes are marketed. Ensure the subject you want to teach isn't already being taught. Don't start with "Students in this class will..." or "Learn how to..." Descriptions should be no longer than necessary. Over 125 words is getting excessive. Write in the 3rd person.

11. If you *do not* plan to use a Leisure Learning classroom go to step 12.

Put a check mark by the room type that best suits your need. The selection of the first item in the list (A--either tables or discussion style) is strongly encouraged. If space is available we try to place classes in rooms with tables first. If your students absolutely must be at tables (items E-H) it may be necessary for us to either: 1) reduce the maximum class size on a class-by-class basis, or 2) reschedule your class to another date.

Our classrooms currently rent for \$2.50 per student per meeting for classes that meet four hours or less at a time, or \$5 per student per meeting for classes that meet for more than four hours at a time per meeting.

12. Class size: The minimum should be three. By keeping the minimum at three, we reduce the number of times we have to cancel classes, disappoint students who had already enrolled, and require us to issue refunds. The maximum is whatever number you think is realistic and doesn't reduce the quality of the class. Review the available maximum room sizes that are available if plan to use our classrooms. Do not list a maximum that is larger than the classroom you selected. The policies regarding seniors and the physically challenged will be discussed at the prospective teacher meeting.

13. Area of Houston: Please indicate the area of town in which you will offer the class. Be specific - use nearby, well-known landmarks or neighborhoods (such as Sharpstown, Northwest Mall, Heights, Greenway Plaza). If your class meets at our facilities indicate: Greenway Plaza Area: Richmond/Kirby.

14. Major cross streets: List the closest major intersection to the location of your class meeting (Richmond/Kirby).

15. Detailed directions: From the major cross streets listed above, please give very detailed directions on how to get to the class. This will be used both by the staff when speaking to the students on the phone as well as printed on their confirmation forms. Please be specific! Assume that student is not from the Houston area. If your class meets anywhere other than the LLU classrooms, provide them with the telephone number of that location.

16. Teacher qualifications: Start with your name (without titles such as Mr., Ms., etc. Dr. is OK!). In complete sentences, tell prospective students your qualifications for teaching this class. Keep it short as possible. Write in the 3rd person.

17. Fee: This is not etched in granite. We recommend that the fee be kept low, as enrollments are price sensitive. As word-of-mouth publicity spreads and class enrollments increase, you may want to raise the fee.

18. Additional fees: These are fees for optional or required materials. They should be the actual out-of-pocket cost. These fees are paid by students directly to the teacher or paid for materials the student purchases outside of class. Please limit the list to 50 words or less. Longer lists (strongly discouraged) can be included at a charge of \$10 per class. You must provide the copies of the list to be included.

19. Class meeting dates & times:

- Your class should begin a minimum of three months and a maximum of five months after the teacher orientation meeting. By following these guidelines, it allows LLU sufficient time to typeset, lay out, print and distribute the schedule. It also provides potential students time to pick up a schedule, register and receive directions to your class. If you wish to lead a trip or teach a class that includes travel or an overnight stay, we encourage a six month lead-time.
- Keep your classes as short as possible but as long as necessary to cover the material. Generally the maximum number of meetings is 8. LLU caters to busy people, so one-time classes are very popular. Weeknight enrollments are equally good Mondays through Fridays. Saturday classes do well too. Only on special occasions are the LLU classrooms available on Sundays. Access on Sundays requires an access card. Building management charges for air conditioning on Sundays and major holidays, which is passed on to you.
- On weeknights, it's best to start at 6:15pm or later. End no later than 10pm. If the class can be taught in three hours or less, schedule it for one meeting. Longer classes can be divided into two or more sessions. Saturday classes in the morning should start no earlier than 9am and end by 1pm (for half day classes); afternoon classes should begin no earlier than 1:30pm and end by 5:30pm.

20. Contact people: Please list two people who can reach you if we can't. Include one person who is not a family member. Please give us their daytime telephone numbers.