



Center for Continuing Education Personal Enrichment Program

OVERVIEW

The Center for Continuing Education Personal Enrichment Program offers a variety of fun and exciting classes for those looking to enrich their life. Our classes are open to all adults (18 years and older) regardless of educational background. In some cases, classes are open to those younger than eighteen or to only those over the age of 21 depending on class type.

Classes are offered throughout the year in three sessions.

- Fall: September – November
- Winter: January - March
- Summer: May – July

PROGRAM FUNDING

This program is self-funded through participant registration fees and program sponsors. Class registration fees are determined by the level of course demand and the number of hours a class is scheduled to meet. All courses offered have set minimums for enrollment that must be met for classes to be offered.

CLASS INSTRUCTORS

We do not require instructors to have teaching degrees or professional certification to teach through this program. Adults who have skills or knowledge they would like to share are invited to submit a course proposal to teach a class. Individuals who offer courses on will be paid a per class contact hour fee ranging from \$15 to \$30 based on their level of education and experience.

PROGRAM MARKETING

Classes are marketed throughout the Starkville/Golden Triangle area through newspapers, social media, print publications, and web media.

CLASS PROPOSALS

Those interested in offering a class should complete a class proposal and send to cce.msstate.edu. Proposals must be received at least eight weeks prior to the desired class start date.



**Center for Continuing Education
Personal Enrichment Class Proposal**

Instructor: _____ SS# _____

Address: _____ City: _____ Zip: _____

Phone #'s: (Home) _____ (Cell) _____

Email Address: _____

Information listed below represents a proposal I am submitting for consideration by the MSU Center for Continuing Education Personal Enrichment Program.

Program/Class Title: _____

Course Description (Full description for marketing materials)

General Class Information

First Choice

Day(s) of the week I would like to offer this class: M T W TH F

Proposed Start Date: _____ Proposed End Date: _____

of Classes Per Sessions: _____ Class Start Time _____ Class End Time _____

Second Choice

Day(s) of the week I would like to offer this class: M T W TH F

Proposed Start Date: _____ Proposed End Date: _____

of Classes Per Sessions: _____ Class Start Time _____ Class End Time _____

Sessions Offered: Circle which session you would like to offer this class.

(Fall) September – November _____ Year

(Winter) January – March _____ Year

(Summer) May – July _____ Year

Age Group: Indicate what age group this class is open to.

From: _____ to _____ Years

Class Size: How many students can this class accommodate?

Minimum # of Students: _____ Maximum # of Students: _____

Facility Requirements:

What class supplies or equipment is required for students to participate in this class?

Instructor Payment Information: Please select your preferred option.

_____ No payment requested this class is being sponsored by _____.

_____ Payment Requested (Hourly rate for an instructor ranges from \$15 to \$30 an hour based on education and experience).

If this class is being sponsored by a business please give the name, location, and website of your business:

Instructor Experience and Educational Background:

Have you taught this class before? Yes ____ No _____

If yes, please give details. When? Where? For how long?

Please list any education and/or experience that qualifies you to teach this class:

Please list at least two professional references:

Name: _____

Organization: _____

Contact Information: _____

Name: _____

Organization: _____

Contact Information: _____

All course proposals should be sent to the Center for Continuing education at cce@ext.msstate.edu or by fax to: 325-2007 Attn: Personal Enrichment Program. All proposals will be responded to within one week of receipt. For questions please call 662-325-5002.

**Center for Continuing Education
Personal Enrichment Program
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