



## **New Course Development & Instructor Application**

The mission of the Lifelong Learning College is to enrich the lives of its members and students. TVLLC offers a wide variety of challenging courses. All courses are non-credit and focus on both personal enrichment and academic areas of interest. The courses range from Beginner Art and Computer to Current Events and History.

The Objectives of TVLLC are:

- To enhance the student's awareness & involvement in life.
- To increase the student's general well-being.
- To provide opportunities for socialization.
- To provide forums for intellectual stimulation & exchange.

TVLLC follows a thorough process before scheduling a course. We seek to ensure quality instruction, affordable pricing, and student enhancement. Scheduling and pricing are completed as early as 45 days before each semester begins. For example, courses for the Fall Semester (September- December) are usually committed to in early Summer.

If you are interested in becoming an instructor, please review the attached Flow Chart and complete and submit the Instructor & Course Application, along with a current resume with references. If interest is indicated in your course, you will be slotted in the next semester or the next available facility and time slot in the current semester. ***Our policy is to let resident feedback drive our curriculum.***

Thanks for your interest in becoming an instructor with TVLLC. Please contact Michelle Johnson at 352/753-3035, if you have any questions or via email [Michelle.Johnson@thevillages.com](mailto:Michelle.Johnson@thevillages.com).

## ***Instructor Hiring Process***

### **1) Person inquires about teaching**

- They are given a New Course Development & Instructor Packet to complete and return to The Villages Lifelong Learning College.

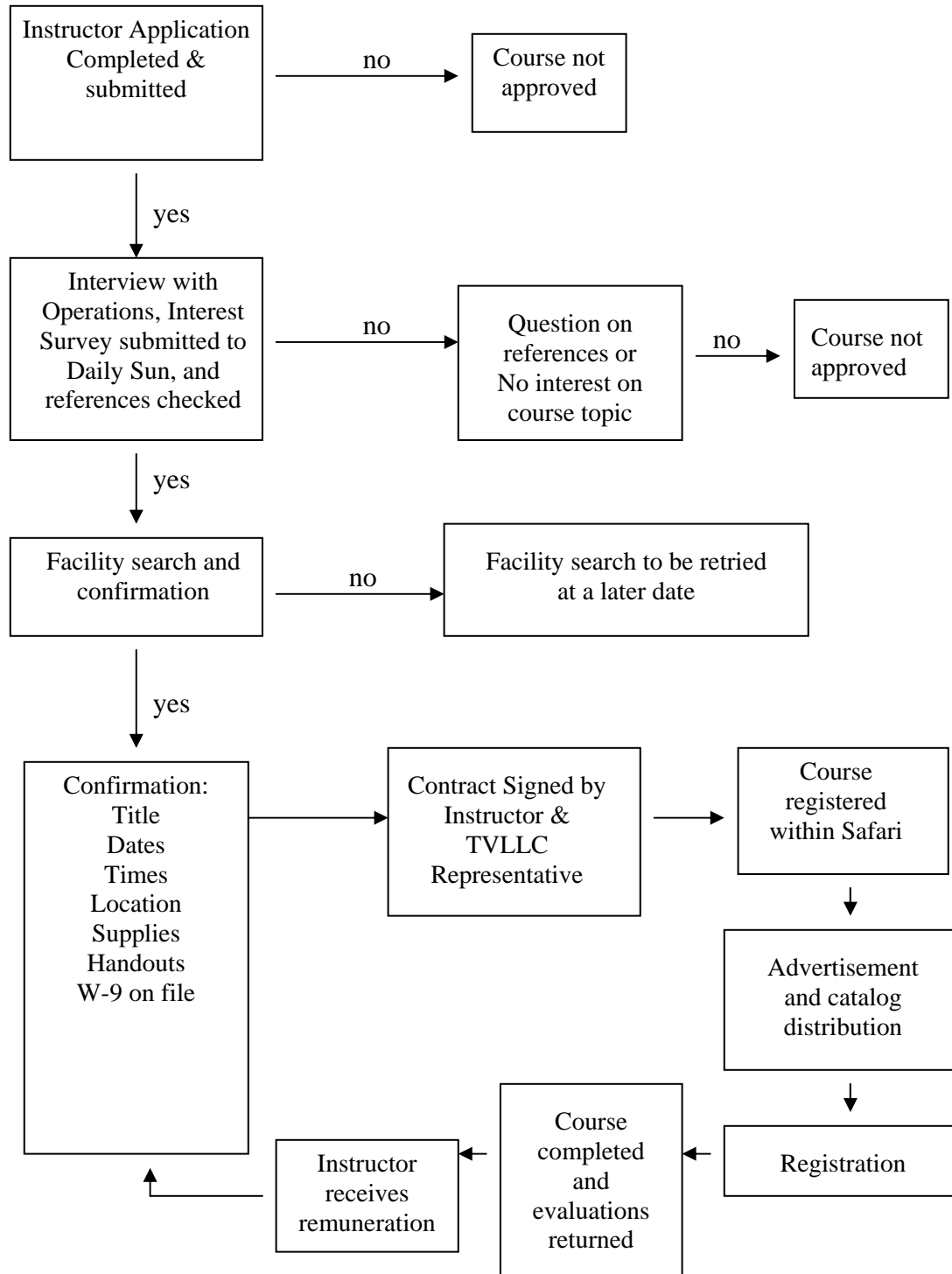
### **2) Completed Packet information sheet is received at TVLLC**

- It is reviewed to make sure the services are not already being offered
- If that course is in the curriculum, the sheet is filed away in a pending file. The person is contacted with a letter.
- If it is not in the curriculum, the information is processed and submitted for an Interest Survey and submitted to the Director for approval.
- Once approved by the Director, the survey is advertised in the Daily Sun, College Corner section.

### **3) Resident Feedback**

- Once it is placed in the College Corner of The Daily Sun, the main office takes phone calls from interested residents in the area for up to one month.
- If there is no interest after the first newspaper ad, it is placed in the paper again.
- If there is still no interest after the third newspaper ad, you will receive a letter of notification that there was no interest in the course and giving you the option to resubmit for the next semester.
- If there is interest of at least 10 names, the instructor is contacted to meet with the Director to establish the course.

## New Course Development Flow Chart





Course & Instructor Application

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you legally entitled to work in the United States? \_\_\_\_\_ yes \_\_\_\_\_ no

Are you presently under contract with another learning facility? \_\_\_\_\_ yes \_\_\_\_\_ no

If "yes" where? \_\_\_\_\_

Have you ever been convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or entered a plea of guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation); or are there any criminal charges now pending against you other than minor traffic violations? Failure to answer the question accurately could cause denial or termination of employment. \_\_\_\_\_ yes \_\_\_\_\_ no

A yes or no answer is required. If you check yes, you must give the information requested for each charge. Please attach a separate sheet if you need more space. (If employed, an arrest record check will be made.)

Where arrested: \_\_\_\_\_ Date: \_\_\_\_\_

Nature of charge(s): \_\_\_\_\_

Disposition of charge(s): \_\_\_\_\_

**Statement below is part of this application and should be read CAREFULLY.**

By affixing my signature hereto, I authorize The Villages Lifelong Learning College and The Villages Charter School to obtain any file(s) or data to verify my education, previous employment, work history, military service, credit history, personal or business references, motor vehicle records and to receive any criminal history records pertaining to me which may be in any Federal, State, or Local Criminal Justice agencies in any State and/or other information as deemed necessary from all geographical locations in which have been employed or resided. I also agree to list all names to which I have been known in order to ensure a complete and accurate background check.

I authorize persons, schools, current and former employers, military agencies to release any information that is requested. This includes authorizing the release of information about non-judicial punishment that might have occurred in the Air Force, Army, Navy, Marine, National Guard or any other branch of military service. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information.

I understand that a felony conviction will not necessarily be a bar to employment and that such factors as age at the time of the offense, seriousness and nature of the violation(s) will be taken into account.

Furthermore, in conformance with the American with Disability Act, I acknowledge by my signature that I have been offered a position contingent upon a satisfactory background investigation.

\_\_\_\_\_  
Printed Name (First, Middle and Last)

\_\_\_\_\_  
Date

Other names by which you have been known: \_\_\_\_\_

\_\_\_\_\_  
Signature (First, Middle and Last)



***Please submit attachment of your Current Resume, and fill out References, Course Outline and Biography (relating to course).***

***References:***

Name	Address	Telephone

***Course Outline:***


***Biography:***


Please continue on back if needed.