

Concordia Continuing Education Courses

Prospective Instructor Information

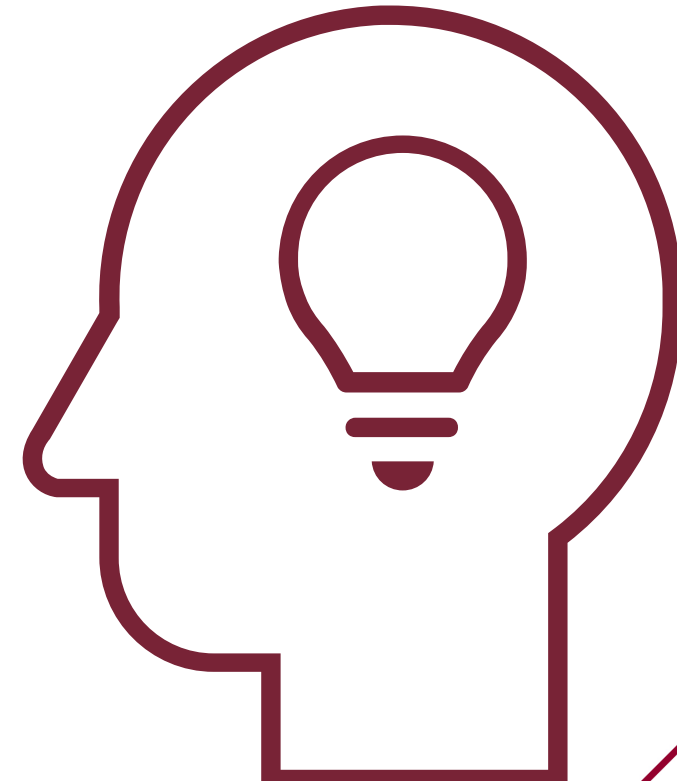


What is a Continuing Education course?

Continuing Education courses are practical, skill-based learning experiences that offer tangible results. Our courses use experiential and active learning approaches to teach skills that are immediately applicable in the real world.

Courses may include a combination of:

- Instructor-led exercises
- Applied activities
- Case studies or real-world examples
- Interactive lectures
- Self-assessments
- Group discussions
- Individual exercises



What is the format?

Courses range from 20 to 40 hours, with the majority of courses being 30 hours.

Each semester is 10 weeks. Most courses are offered once per week for the duration of the semester. It is possible that a course may be offered two or three times a week over 5 or 10 weeks, depending on the total number of course hours.

The majority of our courses are taught online.



Who are the course instructors?

Our course instructors are subject matter experts in their field. Instructors must have significant (3 to 5+ years) recent real-world experience to teach these practical and skill-based courses. Teaching requirements vary by course and are subject to approval by each department.

Relevant work and volunteer experience, educational backgrounds, professional certifications, and memberships in professional orders will be considered.

Teaching experience is not necessarily required; however, teaching, facilitation, mentorship, public speaking and/or equivalent experience is a strong asset.

Who is the audience?

Continuing Education courses are open to the public (18+). Participants may come from any educational, professional, or sociodemographic background. Survey data indicates that the majority of Continuing Education participants are aged 25-44 and are employed full time.

- Participants may include: entry to mid-level career professionals, newcomers, jobseekers, freelancers, retirees, students, or the self-employed.
- Primary motivations for participation include: career advancement, staying up to date, reorienting career paths, and personal growth.



Can I tailor my course to a specific audience?

Continuing Education courses are intended to be applicable to a wide audience. You can tailor your offering and recommend participant profiles that would "benefit most," however this audience should remain broad and not be exclusionary.

You may recommend a base level of knowledge, but it must not be a requirement, unless otherwise agreed upon. Prerequisites may only be attributed to courses that are part of a program, where the prerequisites are other Continuing Education courses offered as a part of the program.

What is the process to submit a proposal?

Step 1: Submit your workshop proposal and application via the online form: [Concordia Continuing Education Course Proposal](#).

Step 2: The program development committee will contact you to arrange an interview and/or discuss next steps, should your proposal be shortlisted.

Step 3: If the course is approved to be developed, a non-teaching (course development) contract will be posted internally for unionized instructors to apply to.

Step 4: If no internal (unionized) instructors apply, external candidates will be contacted. In such a case, the applicant who submitted the proposal will be given first priority.





**Thank you for your interest in
developing a course at Concordia
Continuing Education!**

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