



## AWC Continuing Education Non-Credit Teaching Interest Form

1351 S. Redondo Center Drive, Yuma, AZ. 85365

Phone: 928-317-7674 Fax: 928-317-7023

E-mail: [continuinged@azwestern.edu](mailto:continuinged@azwestern.edu)

[www.azwestern.edu/continuinged](http://www.azwestern.edu/continuinged)

Arizona Western College's Continuing Education Division offers classes in business, computer technology and other professional advancement topics, as well as a range of community education classes such as floral design, fitness, cooking, and more. We are committed to helping individuals develop their personal and professional potential through lifelong learning.

### We are looking for instructors with the following qualities:

- Credibility
- Passion for teaching and subject matter
- Experience in chosen field/subject and the ability to provide current and relevant information to students
- Professionalism (with students, presentation/instructional skills and working relationships)
- The ability to listen to feedback and take action
- Compliance with paperwork
- Reliability/flexibility/adaptability
- A love for sharing knowledge
- Positivity (good energy)
- Intuitiveness to respond to students' needs
- Creativity
- The ability to communicate ideas at different skill levels
- Punctuality and preparedness
- Willingness to promote program/course/classes

### What we offer to our instructors:

Part-time teaching opportunities that can help to build your resume and connect you to others interested in your subject area

The opportunity to share your knowledge and expertise, and to help others

20% discount on Arizona Western College Continuing Education non-credit courses

Continuing Education invites you to share your knowledge and enthusiasm with our community by becoming a Continuing Education (CE) Instructor. The following form is intended as a first step in your application process.

Completion and return of this form places the topic and applicant into a bank for inclusion in a sponsored instructor demonstration. Participation in a demonstration is done by invitation and is based on factors including: topic viability, target learner interest and instructor resources. Selection of instructors of Continuing Education is determined based on topic demand, adult learning classroom techniques, and schedule and/or location flexibility. If selected to teach a non-credit course, the applicant must complete the AWC application process and background check clearance through our Human Resources Department. Instructors are hired in compliance with P.P. 604.1 on a session-by-session basis through the Continuing Education Division with Arizona Western College.

# AWC CE Non-Credit Teaching Interest Form

Name:		Date:	
Address:			
Home Phone:	Work Phone:	Cell Phone: Is text message okay? Yes <input type="checkbox"/>	
Email:	Fax:	AWC ID# (if available):	
Educational Level: <input type="checkbox"/> H.S. <input type="checkbox"/> Associates <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Advanced Degree <input type="checkbox"/> Other: _____	Degree Major:	Employer and Occupation Title	
Licenses/Certificates:			
Describe your experience in teaching; facilitation, and/or training (resume/vita required) or photographs of your work if applicable.			
Resource/Skills Information: Check all the topics that you are expert level proficient in.			
<b>Professional Development</b> <input type="checkbox"/> Business Development <input type="checkbox"/> Home-Based Business Development <input type="checkbox"/> Strategic Planning <input type="checkbox"/> General Business <input type="checkbox"/> Marketing <input type="checkbox"/> Human Resources <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Finance <input type="checkbox"/> Manufacturing <input type="checkbox"/> OSHA <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<b>Professional Development</b> <input type="checkbox"/> Leadership <input type="checkbox"/> Communication Skills <input type="checkbox"/> Team Building <input type="checkbox"/> Customer Service <input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Supervisory Skills <input type="checkbox"/> Public Speaking <input type="checkbox"/> Technical Writing <input type="checkbox"/> Writing Fundamentals <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<b>Computer Skills and Social Media</b> <input type="checkbox"/> MS Word <input type="checkbox"/> MS Excel <input type="checkbox"/> MS PowerPoint <input type="checkbox"/> MS Access <input type="checkbox"/> MS Outlook <input type="checkbox"/> QuickBooks <input type="checkbox"/> Intro. to Computers <input type="checkbox"/> Smart Phones <input type="checkbox"/> iPad/Tablet Skills <input type="checkbox"/> Social Media <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	<b>Personal Enrichment</b> <input type="checkbox"/> Fitness <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Art – Painting <input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Beading <input type="checkbox"/> Cake Decorating <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Cake Decorating <input type="checkbox"/> Nutrition <input type="checkbox"/> Gardening <input type="checkbox"/> Wood work <input type="checkbox"/> Leather work <input type="checkbox"/> Gemstone carving <input type="checkbox"/> Quilting <input type="checkbox"/> Tutoring <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____