

# CENTER FOR CONTINUING ADULT LEARNING (CCAL)

31 Maple Street, PO Box 546, Oneonta, NY 13820

Office Hours: Tuesday, Wednesday, and Thursday, 12:30 to 4:30 pm

Phone: 607-441-7370 Fax: 607-436-9682 Email: ccaloneonta@stny.rr.com

## HOW TO GIVE A CCAL COURSE

The Center for Continuing Adult Learning is dependent on people from all walks of life, including our own members, who are willing to share what they know, do and love, with others who want to learn. Some facilitators teach, some demonstrate skills, some organize programs with outside speakers, and some arrange and lead field trips. Some are active professionals, some are retired, but many are devoted amateurs.

Facilitators volunteer their time and are not paid. However, facilitators who are **NOT** members of CCAL **may take ONE complimentary course for each course they teach. Complimentary course must be taken within one year of the date of the course taught.** In accordance with college regulations, facilitators may not use a course to sell products or services. **This policy will also be in effect for courses held “off campus.”**

Facilitators have great freedom in organizing courses they want to give, considerable latitude as to when they wish to present them, and may specify minimum and maximum numbers of participants. A course may be scheduled as a single presentation or multiple presentations. Most classes are assigned classroom space at either Hartwick or SUNY at Oneonta colleges. Normally classes are held during daylight hours, Monday through Friday.

Course proposals are approved by our Curriculum Committee (many of whom are facilitators and participants themselves) quite far in advance. Deadlines have been established in order to allow ample time for creation and printing of the catalog by our office staff.

The **WINTER/SPRING** catalog includes courses given January through May. It is compiled the summer before and goes to press in September. Proposals for Winter/Spring are **due by July 15.**

The **SUMMER/FALL** catalog includes courses given June through December. It is compiled during the winter and goes to press mid-February. Proposals for Summer/Fall are **due by January 15.**

Please note: these deadlines create very tight schedules for preparing the catalog for printing – please submit proposals on time!

### Are you interested?

- Look over a previous CCAL catalog to get an idea of courses offered and facilitators' backgrounds.
- Contact a member of the Curriculum Committee to discuss what you have in mind and obtain a course proposal form.
- Prepare a course proposal form, also available from the CCAL office and our website ([ccaloneonta.org](http://ccaloneonta.org)).
- When completing proposal, please be sure to include preferred dates and times as well as a brief facilitator biography.
- Return completed form by deadline to:

CCAL Curriculum Committee  
PO Box 546  
Oneonta, NY 13820

OR

[ccaloneonta@stny.rr.com](mailto:ccaloneonta@stny.rr.com)