

## Silver Frogs Instructors - Everything You Want to Know

### 1. Who may be an instructor?

Anyone may submit a proposal to teach a Silver Frogs class. You do not need to be a Silver Frogs member; teaching experience / credentials are not required. If you have an area of particular interest (e.g., professional, hobby) you think may be of interest to our members, please consider submitting it.

Please note, Silver Frogs classes may not be used to promote any business or product.

### 2. How do I submit a class proposal and how are classes accepted?

A request for proposals will be posted on the Silver Frogs website and an e-mail will be sent to all members and recent past instructors. Anyone wishing to teach a class will be directed to an on-line Qualtrics request for proposal (RFP) form where they will provide their contact information, the class title, description, availability, and a short bio, as relates to the proposed class.

The curriculum committee will review and choose which classes to accept; instructors will be notified within a couple of weeks following the submittal deadline.

### 3. How are classes scheduled?

On the RFP form, instructors provide their availability: sessions (1-3), which days of the week (M-F) and class period times (9:00, 11:00, 1:00, 3:00). The curriculum committee then makes every effort to match the instructor's availability with the classroom periods. Please show all your available dates/times, not just your preferences, since we have to fit nearly 100 different classes in limited classrooms. If it is not possible to meet your indicated availability, you will be contacted to see what how we can accommodate your class.

### 4. Are there any incentives for being an instructor?

Silver Frog instructors are not paid a fee, however there are some incentives. Instructors pay a reduced membership fee, they are invited to attend luncheon lectures and the end of the semester dinner, and they may take an evening Extended Education class for free.

### 5. What are the classes like?

Silver Frogs classes are either a one-time lecture or a 4-session course - instructor's choice. Each class period is 90 minutes. Four-session courses are offered over 4 consecutive weeks, on the same day of the week at the same time. All class periods are on Monday – Friday at 9:00, 11:00, 1:00, and 3:00.

All students are Silver Frog members and have chosen to attend your class. Students are appreciative of your time and enjoy class participation as time allows. There are no tests nor papers to grade – a teacher's dream assignment.

### 6. What are the classrooms like? Do they have audio/visual equipment?

The Silver Frogs have nearly exclusive access to a 30-seat classroom in the Secrest-Wible building (where the Extended Ed. Office is located) and often have access to the 40-seat Kelly Alumni Center or Student Union (BLUU). All classrooms have integrated audio/visual systems. Instructors normally bring their presentation materials on a flash drive and plug it into the TCU system, although some choose to bring their own laptop computer and connect that to the TCU system.

ZOOM on-line format is also available, if the instructor requests that format, on the RFP form. These are scheduled during the same date/time periods as the classroom classes and normally limited to 40 students. Instructors may present their class from anywhere they have good internet access; the ZOOM software is available for free. The Extended Ed staff will serve as host to start each class period then transfer that function to the instructor to continue their class.

7. Can I get help with preparing audio/visual material for my presentation?

Yes! The curriculum committee has very experienced instructors who will help new instructors learn about the TCU audio/visual systems and aid in preparing PowerPoint presentations. One-on-one help is always available. An instructor orientation session is also offered prior to each of three 4-week sessions within a university semester.

8. Who do I contact with questions about becoming an instructor or about making my presentation?

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