



## Teaching at UFM Community Learning Center



Thanks for your interest in teaching for UFM! Here is some information about UFM and about teaching classes here. To set up your class(es), you will need to complete the class description form for the semester in which you would like to offer the class. Below are some answers to many of the frequently asked questions about teaching classes at UFM. Please let us know if you have any additional questions about setting up or teaching a class.

UFM Community Learning Center is a non-profit campus and community education program serving Kansas State University, the Manhattan area and communities across Kansas. UFM was started in 1968 by a group of KSU students and faculty as a way to bridge communication between the campus community and the Manhattan community. That year seven classes were offered with 150 people participating. The goal at that time was to provide opportunities for students and faculty to interact more easily with the general community and to serve a variety of people in the community. UFM continues to address those goals 40 years later.

Everyone can teach, everyone can learn. This slogan is the central theme at UFM. We are always looking for new class ideas and new instructors. The age range of instructors has been from 6 to 98 years old. If you would like to share a skill, have some fun, and meet new people, UFM is the place for you!

### Frequently Asked Questions about Teaching at UFM

**Q. Do I have to be an “expert” or have specific credentials to teach a class?**

A. No, classes at UFM are generally introductory classes – very concrete and generally short in length. You don’t have to be an “expert” to share your skills in a class, as long as you have experience and knowledge in the subject area.

**Q. How long should my class be?**

A. This really depends on the class that you are teaching. Most classes work best if they meet somewhere between 1 and 6 times. Some classes meet only one time, and a few run for the entire semester. As long as classes fall within the date range for a particular semester, you can decide how many times your class will meet.

**Q. What if only one or two people sign up for the class? Will I still have to teach the class?**

A. That depends on you. When we set up your class, we will ask you how many people would need to sign-up in order to proceed with the class. We will also ask you the maximum number of people you can accommodate. If the minimum number of participants is not met, we can cancel the class. We will contact you before doing so.

**Q. Will I get paid to teach at UFM?**

A. UFM encourages instructors to volunteer their time to share their skills and passion with others in the community. However, many times classes have expenses that need to be covered to offer the class. There are also certain circumstances when we can give some compensation for instruction. Generally, we pay instructors on a per-student basis. For more information about payment, contact Marcia Hornung.

**Q. How do you decide how much to charge for a class?**

A. UFM has to generate income in order to keep our programs going! We have to print the catalog, take registrations, keep our lights on, etc... In order to do so, we have "base fees" that we charge people who enroll in our classes. Generally we charge \$12 per student for the first time a class meets, and \$2 for each additional class. If there are additional expenses for the class, (facility rent, copies, expenses to be paid to the instructor, etc.) those fees are added to our "base fee" to determine the total amount that is listed in the catalog.

**Please contact Marcia Hornung at 539-8763 or [marcia@tryufm.org](mailto:marcia@tryufm.org) with any questions you have about teaching for UFM. We look forward to offering your class!**