



5 STEPS TO BECOME A RISE FACILITATOR

STEP 1: SUBMIT A FALL OR SPRING COURSE PROPOSAL

Contact the RISE office or download a proposal from RISE webpage. Complete the form for either a 5-week or 10-week course and submit it by noted deadline. Co-facilitators are welcome. All classes are 90 minutes long.

STEP 2: CURRICULUM COMMITTEE REVIEWS PROPOSAL

After several weeks of finalizing all proposals, you are notified of your course day and time. If necessary, submit any needed certificate (exercise course) or W-9 form. Classroom assignments are made after registration is completed.

STEP 3: PREPARE MATERIAL FOR YOUR COURSE

No exams or grades are given for RISE courses. You are free to structure your course in your own individual way. You may prepare a syllabus, offer handouts, assign reading material, show DVD's, or share a PowerPoint presentation to facilitate participation and discussion among your class members.

STEP 4: ATTEND ORIENTATION AND INFO SESSION

Prior to registration, an orientation is held to give you an overview of the program, give you tips on facilitating, answer any questions, and provide an opportunity to meet other facilitators. The Information Session is an informal event for potential members to meet facilitators and learn about their courses.

STEP 5: RECEIVE YOUR FACILITATOR PACKET

Approximately one week before the semester start date, a packet is mailed which includes the list of your class attendees, your classroom location, and campus information. You are now ready!



RIVIER INSTITUTE FOR
SENIOR EDUCATION

A Facilitator is an informed individual who has a specific interest, knowledge or skill that he/she wishes to share with others. A Facilitator strives to create an atmosphere of trust and safety where the flow of ideas, information and opinions flourish.

Contact:

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