

Submission Date: _____

Proposed class to be held:

Spring Summer Fall Year: _____

Community Education
College of the Canyons
FEE-BASED CLASS PROPOSAL

Community Education (CE) classes are designed to meet the needs and address the interests of our community. Before you submit a proposal ask yourself two questions: 1) Is there an audience eager to attend your class? And 2) Do you have a marketing plan for your class?

Several factors are considered before CE will agree to offer and publish a class. The following are just a few questions we will ask:

- Has the community contacted the CE office looking for this type of class?
- Is this class offered somewhere else in the community, such as Parks and Recreation?
- Will the instructor agree to an hourly rate of pay or teach pro-bono?
- Is a material fee required for the student to register for the class?
- Does the instructor have evidence of a marketing plan?
- Is the instructor an expert in his/her field?

If you have a skill, talent, or knowledge you would like to share, you have developed a course, seminar or workshop and you can answer "yes" to the majority of the listed questions, then we would like to hear from you.

If you can ensure your class will draw at least 8 students you should mail this two page proposal to College of the Canyons, Community Education, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355, or send as an email attachment to communityed@canyons.edu.

Name	Phone Home
Address:	Phone cell
City:	Fax:
State	
Please supply an active email address – we reserve the right to communicate important information via internet	
Email:	
Are you an employee of College of the Canyons? <input type="checkbox"/> Yes, <input type="checkbox"/> No	

I am a new instructor to College of the Canyons Community Education

I am a returning instructor to College of the Canyons Community Education

Class Title: _____ Proposed Class Meeting Date/s _____

1) Is there a materials fee, if so what is it for and how much does it cost?

2) What age group is this class intended to reach? Mark all that apply:

8-12 13-18 18-24 25-49 50+

3) Course Curriculum (less than 150 words):

4) Student learning outcomes (what should the student expect to know or be able to do as a result of this class):

5) Describe how you are qualified to teach this class (resume may be attached if necessary):

6) How do you Market the class. Please provide Community Education with a copy of your marketing materials if possible.

7) What type of classroom requirements do you have? Which campus of COC would your class take place?

8) Does this class give a certificate of participation or completion?

9) What is the minimum compensation you would accept to conduct a class?

Thank you for your time and interest in teaching through Community Education at College of the Canyons.

If the class is accepted, you will be notified by the Community Education office to discuss the exact dates of instruction and your compensation.

Office Use Only

Date received in CE _____

Date contacted instructor: _____