

Today's Date: _____

Tentative term dates each year

❖ Spring, February 1, May 15

❖ Summer, June 1 – August 15

❖ Fall, August 24 – December 15

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 in the schedule. 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 of study?

If you have a skill, talent, or knowledge you would like to share, and you have developed a course, seminar or workshop and 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 10 students you should mail or fax this two page proposal to College of the Canyons, Community Education, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355, or fax to 661-287-3425

Name	Phone	Home
Address:	Phone	cell
City:		Zip Code:
State		Fax:
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: _____

1) Proposed Class Meeting Date/s:

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 Description to appear in printed schedule (less than 100 words):

4) _____

5) Describe how you are qualified to teach this class:

6) Please provide Community Education with a copy of your marketing materials.

Thank you for your time and interest in proposing a class through Community Education.

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 _____
CE Proposal Revised 5-30-09

Date contacted instructor: _____
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