



560 Bailey Avenue, San Jose, CA 95141  
Phone: (408) 229-4201 (Main Office) Direct: (408) 229-4206 (Director)  
www.GavilanCE.com

## Submission of the Community Education Course Proposal Form, Spring 2018-

**DUE: Wednesday November 1<sup>st</sup>, 2017**

### *About Community Education and its programs*

Community Education offers short-term, not-for credit courses and are enrichment based including business and career training programs. Community Education serves both adults and youth in some cases. Instructors hired or contracted for the community education programs may either be classified as independent contractors or employees depending on their instructional services they provide and manner in which they provide it.

### *About teaching in Community Education*

In Community Education we look at a variety of considerations including your expertise, your enthusiasm for teaching a workshop that is in high demand in our local community, industry credentials and teaching experience. Although teaching experience is preference it is not always necessary. For instructors proposing a business or career training program, expertise and credentialing is essential. Depending on the information you provide, you will be classified as either an employee or independent contractor.

### *Scheduling Your Class*

Generally scheduled **M-F after 6:00 pm and on weekends after 9am**. Courses may include those from any area in which you have special expertise or education and that are of interest to our students. Class meetings may range from one session to multiple sessions, although, they must still keep within the short-term model of Community Education programs.

Classes may be scheduled in the **SPRING 2018** term between **Monday January 29<sup>th</sup>, 2018 Through Friday May 25<sup>th</sup>, 2018**

Holidays & other days classes will not be scheduled

February 16<sup>th</sup> and 19<sup>th</sup>

May 28<sup>th</sup>

Presidents Day

Memorial Day

### *About Completing the Course Proposal*

Please submit a course proposal for each course you wish to teach. Course proposals should be submitted each semester in which you wish to be considered for teaching. **Please attach your resume to the course proposal. If you do not complete the course proposal form and attach a resume, we will not consider your proposal. It is highly important to also complete all portions of course proposal even if you have previously taught in this program.** We do not accept other formats. **Course Proposals are due Wednesday November 1<sup>st</sup>, 2017.** Please submit them via email to [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu), or by mail to Gavilan College, Community Education, 560 Bailey Avenue, San Jose, CA 95020.

## **INSTRUCTOR/BUSINESS HIRING INFORMATION**

Please complete fully and include your legal name and contract information per IRS. Be sure to also provide a working daytime and evening phone number, fax if you have one and email address that you check on a regular basis.

## **EMPLOYMENT STATUS AT GAVILAN COLLEGE OR INDEPENDENT CONTRACTOR STATUS**

Please complete each question fully as each question relates to your personal situation. If you do not complete each question in its entirety we may not be able to consider your course proposal. We need this information in order to properly classify you as an employee or independent contractor for tax and auditing purposes.

## **COURSE INFO/LOGISTICS**

See specific captions below for questions regarding the course proposal. Please note, Community Education reserves the right to edit course titles and brochure descriptions, change class locations, schedules and fees based on negotiations with the instructor.

### ***Course Title***

Since you only have 3 seconds to catch the reader's eye, your title should be catchy and attract attention. If the class is beginning, intermediate or advanced course, please note in title.

### ***Course Fee***

Per your expertise, be sure to include in your proposal. You may want to review and consider other Community Education schedules for price determination. If you are still not sure about a course fee, we can provide assistance based on our experience in the community.

### ***Material Fee***

Material fees required by the instructor should cover materials **necessary** for students to participate in the class only. **You must submit copies or samples of your materials with your course proposal form unless you have previously done so.** The participants pay material fees directly to the instructor on the day of class; Community Education **cannot** accept materials fees on your behalf.

### ***Proposed Schedule and Location***

Please indicate to us dates and times of availability and the number of meetings you will need in order to teach your course. It is best to indicate two different time periods for availability in case your first choice is not available.

### ***Classroom Requirements/Logistics***

Please indicate to us if you have need for a special classroom or equipment.

### ***Minimum Age***

Normally 18 and over, however some courses may include minors of a certain age in your class. Please indicate to us if persons under 18 may participate in your course and the minimum age.

### ***Class Size Limits***

Please indicate if you need a minimum number of students in order to hold this class or if you have a maximum number of students that you can accommodate. If you leave this section blank, the default minimum will be 1 and the maximum will be based on the number of students that the classroom can accommodate.

### ***Students Contacting You***

Generally, a few students will want to learn more detail about your course. Please indicate to us if and how students may contact you with questions.

## BROCHURE DESCRIPTION

The brochure description should be lively, informative and brief. It should use action verbs and be addressed to the second person (you) as much as possible (i.e. You will discover many...). **Avoid** sentences that begin such as “This course will teach”... or “Students will learn” Look through other course descriptions for ideas to “spice up” your copy. **Please limit the description to 45-55 words.**

## COURSE OUTLINE

Please provide a brief summary of course content. This information will be made available to students who require additional information regarding your course.

## INSTRUCTOR BIO

Instructor bios should be short - one or two sentences at most and should **relate directly to the proposed course**. For example, if you are teaching a basket-weaving course, please discuss your experience as it relates to this course. If you submit course proposals in more than one area, please submit a bio for each course as it relates to your experience.

## MARKETING YOUR COURSE

Dual marketing by Community Education staff and instructors works best to ensure a sizeable class enrollment. We will send out course brochures through bulk mail distribution (it will reach over 46,000 residents and businesses within the Gavilan College District). Further, we will do our best to publicize courses through press releases and our existing Gavilan College Community Education Facebook account. We highly encourage you to market your course (more enrollments likely means more money for you!). In order to assist you, we can offer suggestions for marketing opportunities. Prior to marketing your course, always provide our office with a sample of any potential marketing piece. All marketing pieces should have Gavilan College’s logo and contact information on it. You must request the logo and contact information before submitting any marketing material to the press.

## COMMUNITY EDUCATION POLICIES

### *Hiring*

You will be classified as either an employee or independent contractor based on the information you provide. For instructors working as independent contractors, proof of independent contractor status includes proof of some of the following items:

- Business Name
- Business License
- Business Website Address
- Federal EIN
- Worker’s Compensation Insurance if you have more than one employee
- \*Business Insurance provider: For instructors classified as independent contractors and with no employees who offer classes considered by the District to be “high risk”, **evidence of insurance must include minimum coverage amounts based on the following:**

**Commercial General Liability** (including coverage for Bodily Injury or Death, Property Damage and Automobile Liability-Property Damage, Bodily Injury or Death)

Per Occurrence \$1,000,000

Aggregate \$2,000,000

### *Instructor Pay*

Generally negotiable, although Gavilan College Community Education standard is instructors will receive 50% of total student enrollment fees after a 30% fee for overhead has been deducted from the net amount of enrollment fees collected.

### ***Making your class a GO!***

Generally, the Community Education program does not have a minimum enrollment requirement, unless specified in your proposal and contract. Instructors should plan on meeting classes with low enrollment because we have last minute and walk-in registrations (unless otherwise agreed to in instructor contract). We feel that canceling classes is a great disservice to students. Please remember that many classes are advertised by word of mouth over several sessions. If you consistently cancel your class due to low enrollment, it may never have a chance to grow. In addition, we may not consider you for future Community Education teaching opportunities.

If your course is accepted, you may view your current enrollment/roster information for your class, by visiting our 24/7 enrollment management system, Lumens operated by Augusoft, at [www.GavilanCE.com](http://www.GavilanCE.com). Once your course has been accepted, we will set up a username and password for you so you can access your course roster, sign-in sheet and email your students regarding your class. Your username and password will be emailed directly from our website. Once your profile has been set up, click on ***sign-in***, enter your ***username*** and ***password*** and then click on ***'future rosters'***.

### ***Course Acceptance and Contract***

Please return completed form with copies of materials and resume to Gavilan College, Community Education, 560 Bailey Avenue, San Jose, Ca. 95141. For questions, call (408) 229-4201, email [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) or visit our website at [www.GavilanCE.com](http://www.GavilanCE.com). If your course is accepted for the upcoming session, you will be contacted to discuss details. After your proposal is accepted, you will receive an instructor contract, manual and other appropriate documentation. You must sign and return the contract and contract signature pages within the time indicated. ***It is imperative that you read your contract packet thoroughly and retain copies. If you are not contacted by the Community Education office, please do not assume your proposal has been accepted.*** You may inquire directly with Community Education at (408) 229-4206 or at [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu).

# GAVILAN COLLEGE COMMUNITY EDUCATION COURSE PROPOSAL, Spring 2018

**DUE: Wednesday November 1<sup>st</sup>, 2017**

Print or type & fill out completely. Do not write "see attached". Incomplete forms will **NOT** be considered even if you have offered this course with us before. Complete one proposal per course. **Attach relevant resume to your proposal.**

## INSTRUCTOR/BUSINESS HIRING INFORMATION

Legal Name per IRS: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Day #: \_\_\_\_\_ Eve#: \_\_\_\_\_ Fax:# \_\_\_\_\_  
 Email Address: \_\_\_\_\_

<b>EMPLOYMENT STATUS AT GAVILAN COLLEGE</b>	<b>INDEPENDENT CONTRACTOR STATUS</b>
Are you an employee of Gavilan College? Yes ___ No ___	Do you operate a business? Yes ___ No ___
If yes, what is your classification? Classified ___ Faculty ___ Mgmt. ___ Unknown ___	If yes, please complete fully below: Business Name: _____ Business License: _____ Business Website Address: _____ <b>*Business Insurance provider (refer to pg 3 for more Info as proof is required):</b> _____ Federal EIN: _____
Have you worked for Gavilan College within the last year as an employee? Yes ___ No ___	If you do employ more than one employee do you have proof of Worker's Compensation insurance? Yes ___ No ___

## COURSE INFO/LOGISTICS

Proposed Course Title: \_\_\_\_\_  
 New Course? Yes \_\_\_ No \_\_\_  
 Previously offered with Community Education? Yes, semester: \_\_\_\_\_ No \_\_\_  
 Have you taught this course before for another organization? Yes \_\_\_ No \_\_\_  
 If yes, when and for whom? \_\_\_\_\_

**If you answered yes here, please attach advertising sample to this document**

Proposed Course Fee: \$ \_\_\_\_\_ Materials Fee: \$ \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Opt \_\_\_ Required \_\_\_  
 What does the materials fee cover? \_\_\_\_\_

**A copy or sample of your materials must be provided to our office. Attach copy to your proposal.**

Proposed Schedule – provide 1<sup>st</sup> choice followed by secondary choice.

**Spring 2018**

Day(s)	Date(s)	Start Time	End Time	Total Class Mtgs	Class location: select Gilroy (main campus), Hollister, Coyote Valley-San Jose or Morgan Hill

Do you require a special type of classroom or equipment? Yes \_\_\_ No \_\_\_

Explain (e.g., computer lab, large tables, LCD projector, sinks, shop area)

Tables       Sinks       Computers       LCD Projector       Internet

Minimum Age Allowed: \_\_\_      Class size limits:      Minimum \_\_\_ Maximum \_\_\_

May students contact you with questions regarding your class? Yes \_\_\_ No \_\_\_

If yes, how?     Email       Day Phone       Eve Phone

**BROCHURE DESCRIPTION**

*Provide a brief 3 sentence description. To engage student interest, use action words and point out the benefits of your course. For example, what will students gain or learn from taking your class? This is how your description will appear in our schedule, although subject to editing by Community Education.*

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**COURSE OUTLINE**

*Please provide a brief summary of course content. If necessary, attach a separate outline sheet to form.*

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**INSTRUCTOR BIO**

*Please provide brief bio as it relates to this course (no more than 2 sentences).*

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## MARKETING YOUR COURSE

Who is your target audience?  Business Professionals  Recreation/Hobbyist  Other \_\_\_\_\_

How will you market this class (be specific)?

Facebook Account \_\_\_\_\_

Press Releases

Website \_\_\_\_\_

Ads-Newspaper \_\_\_\_\_

Email \_\_\_\_\_

Ads-Web \_\_\_\_\_

Network Event \_\_\_\_\_

Membership/Organizations \_\_\_\_\_

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### *For internal use only*

Course accepted? \_\_\_\_\_ Yes \_\_\_\_\_ No

Confirmed with instructor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Lumens entry? \_\_\_\_\_ Yes \_\_\_\_\_ No