



Course Proposal Form

About Community Education and its programs

Community Education offers short-term, not-for credit courses that are non-graded and 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.

* Required information

First name _____ Last name _____

Address _____ City _____ State _____ Zip code _____

Daytime phone (____) _____ - _____ Evening phone (____) _____ - _____

Email address: _____

Are you an employee of Gavilan College: Yes No

If yes, what is your classification? Classified staff Faculty Management

Have you worked for Gavilan College within the last year? Yes No

Do you operate a business? Yes No

If yes, Business name _____

Business license # _____ Federal EIN _____

Business website address _____

Business insurance _____

Proposed Course Title _____

New course? Yes No Returning course? Yes No

Have you taught this course before for another organization? Yes No

If yes, when and for whom? _____

Proposed course fee \$ _____ Materials fee \$ _____

What does the materials fee cover? _____

Proposed schedule (include days, dates, start and end times, and total class meetings)

Days _____

Dates _____

Start time _____ End time _____ Total class meetings _____

Second choice for schedule (days, times, # class meetings)

Days _____

Start time _____ End time _____ Total class meetings _____

Choose

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

Check all required

Tables Sink(s) Computer(s)

LCD projects Internet

Other _____

Minimum student age _____ Class size limit _____

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

If so, indicate allowable methods

Email Day Phone Evening Phone

Other _____

Provide a brief 3 sentence description of your class. To engage students, use action words and point out the benefits. For example, what will students gain or learn?

(This is how your course will be described in the class schedule, subject to editing as needed.)

Course Outline: (provide a brief summary of course content) _____

Instructor Bio: (provide a brief biography as it relates to this course (no more than 2 sentences)

Who is the target audience for this course? (Check all that apply)

Business and career professionals Job seekers Hobbyists

Other _____

What marketing activities will you use to promote your class? (Check all that apply)

Facebook Print ads Press release Website

Online ads Email marketing Networking events

Membership organizations

Other _____

A copy of your responses will be emailed to the address you provided