



**Proposal to Teach NEW Class/Workshop
(Not-for-Credit)**

Proposed Title:

Instructor Name:

Mailing Address:

Contact Phone: (Home / Cell)

E-mail address:

Catalog Description: (Description of course as you would have it appear in the Community Education schedule of classes. We reserve the right to edit as needed.)

Student Learning Outcomes: (Please list at least 3 SLO's)
The student will learn:

Methods of Assessment/Evaluation of Student Learning Outcomes: (please list how you plan to assess the student learning outcomes in your course; I.E. participation, quizzes/tests, assignments)

Course Outline:

Please attach a course outline. Include what will be covered in each session and the method of instruction (lecture, demonstration, class participation, field trip, guest presenters, hands-on activities, etc.). Specify which sessions need different audiovisual equipment.

Proposal will not be considered without this outline.

Instructor Qualifications:

Please describe your qualification, background, education, and/or experience relative to teaching this class. Attach resume.

Have you taught a similar class before? Yes No

What efforts will you be making to market your class?

Preferred campus: Fremont Newark

Suggested dates:

 Preferred days of week:

 Proposed length of class: sessions of hours each.

 Proposed time: Start: End:

Number of students – Minimum: Maximum class size:

Audiovisual equipment required: Yes No
 Please specify:

Will you charge a material fee? Yes No If so, how much?

Will students need to purchase books or supplies? Yes No
 If yes, please list and give estimate of cost and where supplies may be purchased.

Room/Facility request/ requirements:

Hourly salary for presenter varies. Salary expected per hour. _____

 If the enrollment falls below the minimum, you will be given the option to teach at a reduced rate. Would you be willing to do this? Yes No

 Thank you for your interest in the Ohlone College Community Education program.

Community Education reserves the right to cancel any class at any time. If a class is canceled prior to the start date instructors will not receive compensation.

Please email us at comm_educ@ohlone.edu or call 510-979-7590 if you have questions regarding our program.