



COMMUNITY EDUCATION

A DIVISION OF WORKFORCE & ECONOMIC DEVELOPMENT

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Mission Statement and Instruction for Course Application

Community Education at Santa Monica College is mandated to be a self-sustaining entity, providing meaningful, relevant, and fee-based classes to fulfill the promise of continuing education for the community at large. All of our classes are non-credited, but curriculum includes classes that offer CE units, certificated and other professional development classes.

Employment with Community Education is not guaranteed, and is based solely on the success of the class. Instructors with successful courses will be invited back on a semester-by-semester basis, at the discretion of the program coordinator. Community Education is not obligated to schedule courses that are deemed contrary to the mandate of self-support.

Parties interested in teaching for Community Education must complete the entire proposal packet as outlined on the Community Education Proposal form, downloadable from commed.smc.edu. Incomplete packets or packets with incomplete information will not be reviewed or returned. Proposals received will be evaluated according to marketability, non-duplication, adherence to the Community Education Mission, qualification of instructor, and availability of class spaces. If the proposal meets our evaluation guidelines, applicant will be contacted for an interview and may be asked to do a teaching demo of the subject proposed and/or supply additional documents as required portions of the interview; the interview is not a guarantee of hire.

If the proposal does not meet our evaluation guidelines, the applicant will receive a letter of explanation.

Thank you for your interest in our program, we look forward to receiving your proposal.

Sincerely,

Alice Meyering
Program Coordinator
Community & Contract Education