



Community Education Proposal Form

Your class proposal packet must include all of the following completed forms in order to be considered:

- Your most current resume or curriculum vitae
- Community Education Proposal Form
- Detailed class lesson plan

Applicants are encouraged to include any publications, references, or additional documents that may support qualifications or experience in the subject proposed. Please fill out the forms clearly and legibly; **do not skip any section and write "see resume."** Incomplete packet will not be reviewed.

Completed course proposal packet must be sent via email:

- Email: commed@smc.edu,
- Please note that all other methods besides emailing are not acceptable.

Applicant will be contacted for an interview if the proposal has potential and relevancy or will receive a letter explaining why the proposal was not accepted.

*Please do not skip any portion; optional field is denoted by *; attach additional pages as needed*

Name: _____

*Business (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Best Contact Phone Number: _____ Mobile Home Work

*Fax: _____ E-mail Address: _____

Class Title: _____

*Certificated course (if applicable) *Course Certified By: _____

Preferred day of the Week (circle): M T W Th F S Sun / Preferred Time: _____

Total Number of Meetings: _____ Total Hours: _____

Minimum Enrollment: _____ Maximum Enrollment: _____

Target Audience: _____ Minimum Age Allowed: _____

Suggested Tuition: _____ *Materials Fee (if any): _____

Explanation for Materials Fee (required if charging materials fee): _____

Any Special Program Needs (e.g. audiovisual equipment, large tables, etc.) _____

I. Biographical Information:

Are you currently employed at Santa Monica College? Yes No?

If so, please state your position and department _____

If you are referred by someone to apply to teach at Santa Monica College, please state their names

Do you currently have any relatives working for Santa Monica College? If so, please state their names

II. Class Description:

Description should entice students to register for the class and is used as reference only; Community Education reserves all editing rights in the creation of the final description as shown in class schedule

Have you taught this class before: YES NO; if yes, where?

III. Proposed marketing strategy for the course:

Community Education Instructors are required to market their own classes to help ensure proper enrollment

Check the box if you have: <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn <input type="checkbox"/> Twitter <input type="checkbox"/> Other: _____ (please specify)
Do you have an existing contact list you can use to promote the class: <input type="checkbox"/> YES <input type="checkbox"/> NO
<u>Marketing Strategy:</u>

IV. Student Learning Outcomes:

After completing this class, the student will be able to: (list four)

1.
2.
3.
4.

Thank you for your submission!

For Office Use Only	
Date Received: _____	Date Reviewed: _____
Packet Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO	Reviewed by: _____
Comment:	