



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Community, Continuing & Corporate Education

Education That Works

Cañada College • College of San Mateo • Skyline College

For more information
call (650) 574-6149

Community, Continuing and Corporate Education Course Proposal

Thank you for your interest in teaching for Community, Continuing and Corporate Education (CCCE). We are always interested in new ideas and courses to meet community needs and trends. We welcome your proposal.

Instructor Contact Information

Name: _____ Today's date: _____ Email/Website: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell: _____ Fax: _____

Proposed Course Title: _____

Course Description (*120 words max*): Please provide a brief description that may be used in our catalog to promote the course should your proposal be accepted. Make it exciting and fun.

Method of Instruction: (*Lecture, demonstration, class participation, hands-on activities, guest presenters, etc.*). One to two sentences.

Teaching Experience: (*Your qualifications to teach the proposed course, including education, experience, background, etc.*) Please attach a resume and provide two teaching references.

Community education/continuing education class taught: Date: _____

Course title: _____ Institution: _____

Class Information:

Campus Preference ___ Cañada College ___ College of San Mateo ___ Skyline College

Session: Spring/Summer Semester (January 14-May 17th, 2019) Skip Dates/Potential Skip Dates: Jan 21, February 15-18th, April 1-5th is Spring Break, April 19 – Good Friday, April 20 & 21st Easter Weekend, April 19-Good Friday.

Proposed Course length: _____ class meeting(s) Start/End date: _____

Days of Week preferred: _____ Start/End times: _____ Max Class size: _____

Fees:

Recommended course fee \$ _____

Do you charge students a materials fee*? _____ If yes, how much? _____ (Please keep fee to a minimum.)

*Materials fee is defined as a fee paid by students to instructors directly for materials that are absolutely necessary to facilitate learning during the class. For example, a fee for canvas, oil paint, etc. is appropriate for an Oil Painting class. A fee for CD or materials not utilized in the classroom is not considered a materials fee for our purposes. Furthermore, materials fee are optional.

Please describe in detail an itemized list of the materials that will be used during class and the fee for them. (If your proposal has been accepted, we will **require** a copy of the materials before the class starts. Materials will not be returned).

Audiovisual Equipment Needed: (e.g., projector, audiovisual) _____

Special Room Requirements: (e.g., sink, art table, desks) _____

Marketing:

Who is your target audience for this course? _____

What efforts will you make to help market your class to reach this target group? _____

Has this course or a similar course been offered before?

By whom? _____ When? _____ Fee? _____

Have you taught this course before Where? _____ When? _____ Number of participants? _____

Submittal of this proposal does not imply a continuing relationship with Community Education. We will not be able to respond to each proposal because of the volume received. Proposals not adapted for the current term are kept on file for future consideration.

Please complete this form and mail it with a proposed course outline and a resume (if new instructor) to:

San Mateo County Community College District
Community, Continuing and Corporate Education Department
1700 W. Hillsdale Blvd., Bldg. 1 Room 207 San Mateo, CA 94402