

Sierra College Community Education New Course Proposal Form

Please complete all sections before submitting your proposal.

Instructor Information

Name _____ Date _____

Business Name (if applicable) _____

Address _____ Contact Number _____

City, Zip _____ Alt. Number _____

Email Address _____ May we share with students? _____

Complete if employee of Sierra College: Position _____ Area _____

Note: Social Security Number or Tax I.D. number will be required upon course acceptance.

Course Information

Course Title: _____

Course currently / previously taught:

Where: _____ Dates: _____

Where: _____ Dates: _____

Where: _____ Dates: _____

Scheduling Preferences

Day(s) of Week: Mon Tue Wed Thu Fri Sat Sun

Start Time of Day, Night _____

Hrs. per Session _____ No. of Sessions _____

Preferred Dates: _____

Minimum student enrollment _____

Maximum student enrollment _____

Classes generally run with minimums between 3 to 6 students.

Equipment Needed

Please indicate any equipment requirements. If you're bringing your own, please bring necessary cords, etc.:

Computer/Overhead Projector (includes Internet)

DVD/Monitor Will provide own equipment

Other:

Room Requirements

Standard classroom with tables Computer lab

Other:

Preferred Location

We run classes at Roseville, Rocklin, Nevada County and Truckee Campuses. You may also request an off-site location if you have one.

Compensation Preference*

Option 1: 40% of registration fee

Option 2: Hourly rate (\$25/hr)

*Some exceptions may be considered based on nature of course and/or credentials.

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Additional Costs

Materials Fee: \$ _____

A *reasonable* materials fee may be requested (fees must be kept to a minimum and must accurately reflect the tangible cost to the instructor to provide)*.

Materials fee must be approved by Community Ed and copies of all related **materials must be attached to this application** to be considered.

If materials are not in the form of handouts you can submit, please describe:

* Materials fee is defined as a fee paid by students to instructors for materials that are essential to teaching the lesson. You may provide optional materials for a fee if they are helpful, but not essential.

Supplies (list items): Provided Student Purchase (attach separate list if preferred)

Book(s): Provided Student Purchase

Title: _____

Author: _____

ISBN: _____

Please feel free to attach additional pages, as needed.

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Course Description: Please provide a brief course description for our catalog and website. We reserve edit rights for all course description submissions.

Instructor Bio: Describe your background and how it pertains to teaching the proposed course. Please attach your resume separately.

Method of Instruction: (Lecture, demonstration, class discussion, hands-on activities, guest lecturers, site visits):

Who is your target audience for this course? Why?

How will you be marketing your course? Community Education must approve all flyers and materials before they are distributed. We can assist in creating an electronic course flyer, if desired.

Student Learning Outcomes: After completing the course, students will be able to: (List a minimum of three.)

Course Outline: Please provide a detailed course outline indicating what you plan to cover at each session similar to an agenda. More information is appreciated as this helps us better understand the nature of the course and talk to potential students about it - use additional sheets if necessary.

Session #1	Topic:	<input type="text"/>
	Sub-topics:	<input type="text"/>
Session #2	Topic:	<input type="text"/>
	Sub-topics:	<input type="text"/>
Session #3	Topic:	<input type="text"/>
	Sub-topics:	<input type="text"/>
Session #4	Topic:	<input type="text"/>
	Sub-topics:	<input type="text"/>
Session #5	Topic:	<input type="text"/>
	Sub-topics:	<input type="text"/>