SANTA MONICA COLLEGE

Community Education Extended Proposal Form

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

- Please complete and submit this form if your proposed tuition for this course is **over $500**
- Your most current resume or curriculum vitae
- Additional Overview/Details/Outline and FAQ section (see page 4)

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: meyering_alice@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: ☐ Facebook ☐Linkedin ☐Twitter☐Other:_____(please specify)

Do you have an existing contact list you can use to promote the class: ☐YES ☐NO

Marketing Strategy:

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? ☐YES ☐NO	Reviewed by:_____
Comment:	

Please attach the following sections to this proposal form:

VI. Details: (Not Optional, must provide)
In three-four paragraphs, please explain why the subject(s) taught for the course is important, such as some of the challenges faced by a particular industry or audience and what solutions will be provided. This is a more detailed look at the program you are proposing and some of the logic on how student would benefit from the course.

VII. Outline: (Not Optional, must provide)
Please provide an outline of the lesson plan and attach to this document. It should be a week by week breakdown of subjects plan to be taught. Bullet points work best. Remember, the higher the tuition, the more the consumer expects. This outline gives potential students a good understanding of how the class will be organized and what can be expected.

VIII. Requirements/Prerequisites: (Optional but strongly recommended)
Depending on how your program is structured, it might be a good idea to set some parameters to ensure that students who register have the right background. If you have any materials, or additional costs that students have to bear, this is the place to list them. If your class requires internet connections or any software, please also state them in this section, as well as any specific skills or knowledge that students should possess prior to enrolling in the class that might contribute to their success in completing the course.

IX. FAQs: (Optional but strongly recommended)
As an expert in your field, undoubtedly you would have answered many questions about the course you are proposing. It is a good idea to list some of those Frequently Asked Questions (and answers) here so that students can have their questions answered before enrolling in the class, which will further entice them to register, and also help our staff when we are being asked those same questions when students are looking at your course. By being ready for the questions, we demonstrate that the course is well-organized and that instructor has experience in the field, all crucial factors on whether potential student swill translate into an enrollments.

Thank you for your submission.

For Office Use Only	
Date Received:_____	Date Reviewed:_____
Packet Complete? ☐YES ☐NO	Reviewed by:_____
Comment:	