

# 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.

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## Course Information

Course Title: \_\_\_\_\_

Course currently / previously taught:

Where: \_\_\_\_\_ Dates: \_\_\_\_\_

Where: \_\_\_\_\_ Dates: \_\_\_\_\_

Where: \_\_\_\_\_ Dates: \_\_\_\_\_

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## 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:

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## 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 (\$30/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"/> |