

Grossmont-Cuyamaca Community College District Community Learning

Are you interested in proposing a new Community Learning Class?

These simple guidelines will help you with your class proposal. If you have any questions regarding a new class idea, please feel free to call us at 619.660.4350.

Is this class already being offered?

Please check the current issue of the *Preview* schedule so we avoid duplicating current class offerings.

Is this class duplicated in Grossmont or Cuyamaca College offerings?

Please check the current college catalogs. Our classes should not duplicate college **credit** classes, but may be related to credit programs and may be developed to introduce individuals to a particular college program. In addition, a highly specialized class that is not appropriate as a college level class may be offered to supplement the college curriculum through our fee-based program.

Is this class offered by Grossmont Adult School?

Please check the most recent issue of the *Grossmont Adult School* bulletin. Generally, we try not to duplicate the Grossmont Adult School programs, except in high demand areas (like computer classes). It is difficult for us to compete with their free or low-fee classes when we must support our classes through class fees.

Is there sufficient demand for a class in this subject? How would you know?

As our classes are self-supporting, we must meet a pre-determined minimum class size, generally between 15 and 20. We need to know there is a need in the community with enough people interested in this subject.

We would like to offer:

- Classes at the cutting edge of new trends and new technologies that appeal to community members in East County.
 - Classes that will enhance the careers, personal lives, or health and well-being of individuals within the community.
 - Classes that help individuals develop positive new interests and increase understanding of current issues in order to improve their quality of life, and the quality of life in East County.
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**Grossmont-Cuyamaca Community College District
Community Learning**

COURSE PROPOSAL FORM

INSTRUCTOR INFORMATION:

Name: _____ SSN: _____

Address: _____

City: _____ Zip: _____ HM. Phone: _____

Email: _____

Place of Employment: _____

Business Address: _____

City: _____ Zip: _____ WK. Phone: _____

PROFESSIONAL & EDUCATIONAL BACKGROUND OF INSTRUCTOR:

Professional experience related to subject area (in years):

Briefly describe your professional experience related to proposed subject area:

College degrees/certificates (include majors):

Teaching credentials (please list):

Briefly describe your prior teaching experience in your specialty area:

PROPOSED COURSE LENGTH:

Please be aware that individuals taking Community Learning classes generally prefer short term classes; one to six sessions.

Number of classes: _____

Length of each class: _____

Total hours of instruction: _____

Cost of class: _____

PROPOSED COURSE DAYS & TIMES:

When would your target audience be interested in attending this class?

Proposed day(s): _____ Proposed time(s): _____

Suggested dates for class: _____

AUDIENCE FOR THIS COURSE:

Who is your target audience; age, gender, profession, hobbies/interests, etc.?

How will you market the proposed course to attract this audience?

ATTACHMENTS:

Please attach the following items for evaluation by the Division Dean:

[NOTE: You may also provide additional related materials.]

- **Course outline:** Specific topics to be covered during class in chronological order. If the course meets multiple days, please indicate which topics will be covered in each class session: session #1, session #2, session #3, etc.
- **Current résumé:** Up-to-date information relating to your qualifications to teach the course; including details regarding your educational and professional background.

APPLICANT

SIGNATURE: _____ **DATE:** _____

**Submit to: Community Learning
Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019-4369**