



## COURSE PROPOSAL INFORMATION

Citrus College Continuing Education continually seeks new courses and workshops to make available to its community members/students. If you are interested in teaching for Citrus College Continuing Education and have both the expertise and teaching experience, we would be interested in reviewing your proposal for possible further consideration. Prior to submitting a Course Proposal for consideration, please review the website, [citruscollege.edu/ce](http://citruscollege.edu/ce), for currently offered courses. We look for fresh, new proposals to compliment and add to our existing offerings.

Please email the course to [conted@citruscollege.edu](mailto:conted@citruscollege.edu). Remember to include any attachments and resume.

Proposals are accepted on a rolling basis, and are reviewed in conjunction with each upcoming session. Due to the volume of proposals received, it is not possible to respond to submissions, however, an email will be sent notifying you of receipt of your proposal. You may contact Ivon McCraven, Director of Continuing and Noncredit Education, at [imccraven@citruscollege.edu](mailto:imccraven@citruscollege.edu) with any questions. Should it be determined that a fit exists between a proposal and current offerings, and that the proposal is dissimilar from other offerings so as not to cause conflict, you will be contacted. Submission of a course proposal does not imply a relationship with Citrus College. The decision of the Citrus College Continuing Education department is final.

Our lead time to meet session start deadlines is approximately three (3) months.

- Winter Session (January to mid-February): **October 1**
- Spring Session (Mid-February to mid-June): **November 1**
- Summer Session (Mid-June to late August): **February 1**
- Fall Session (late August to mid-December): **April 1**

**\*Do not schedule classes on college holidays**

## INFORMATION FOR PROSPECTIVE CITRUS COLLEGE CONTINUING EDUCATION INSTRUCTORS

### Course Marketing and Advertising:

Citrus College Continuing Education offerings are marketed through print materials and the website. Please include in your Course Proposal your course target audience, and the steps you take to advertise your course to your target audience. Your professional and ongoing effort will help to ensure that your course is not cancelled due to lack of enrollments.

### Course Student Learning Outcomes (SLOs):

Please list outcomes for your proposed course. Outcomes should focus upon the question of what you expect a student to be able to do after completing your course. Each course proposal should indicate at least one Student Learning Outcome. Class Length: Lifelong Learning classes do better when course lengths do not extend beyond a few class meetings. The shorter, the better.

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[imccraven@citruscollege.edu](mailto:imccraven@citruscollege.edu)

**Personal Business(es):**

If you have a business tied to the class(es) you teach, California Education Code strictly prohibits business solicitation in the classroom. You may provide a sign-up sheet for interested students to provide their contact information and/or you may leave materials/information on a back desk/table and mention that interested students may take materials when they leave class. Please do not hang, display, or project any additional information about your product or service. Do not contact students directly to promote your services. If you believe that you are unable to comply with these regulations, please do not submit a proposal.

**Working for Citrus College Continuing Education:**

Citrus College Continuing Education instructors are hired as independent contractors/instructors on a session by-session basis. Offerings are evaluated each session, and a decision is made regarding the issuing of a new contract for the upcoming session.

Independent contractor/instructors are not employees of the district.

It is encouraged that current Citrus College employees desiring also to work for Citrus College Continuing Education have a business tax ID number (TIN). This enables Citrus College Education College to extend to make payment to the business, rather than requesting a stipend.

Compensation rates are considered on a case-by-case basis.

**Class Assistants:**

Citrus College Continuing Education does not provide class assistants. The use of a class assistant is not allowed nor sanctioned without the prior expressed and written approval. Under no circumstance may any assistant/individual be present in any class in which they are not registered or hired.

**Thank you for your interest in teaching for Citrus College Continuing Education.**

## Instructor Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ Home Number \_\_\_\_\_

City, Zip \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_ Work Number \_\_\_\_\_

Complete if employee of CC: 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 \_\_\_\_\_

In-person  Online

Hrs. per Session \_\_\_\_\_ No. of Sessions \_\_\_\_\_

Starting Month \_\_\_\_\_

Maximum student enrollment (**may not be less than 10**) \_\_\_\_\_

Citrus College Continuing Education determines enrollment minimums. Classes generally run with minimums of 10 students.

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## Equipment Needed

The equipment below can be requested for your use (available on a limited basis). Please indicate equipment requirements (if any).

DVD/Monitor  Will provide own equipment

Other: \_\_\_\_\_

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## Room Requirements

Standard classroom with desks  Room with tables and chairs

Other: \_\_\_\_\_

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**Materials Fee:** \$ \_\_\_\_\_ 0.00

**Fee:** \$ \_\_\_\_\_

Handouts (number of pages): \_\_\_\_\_

Supplies (list items):  Provided  Student Purchase

\_\_\_\_\_  
\_\_\_\_\_

Course Description: Please provide a detailed description to assist us in structuring copy for our catalog and website. Describe your background (your bio) and how it pertains to teaching the proposed course. Use additional sheets if necessary.

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

Who is your target audience? Why?

What mechanism/connections do you have for marketing your course? Instructors are expected to do their part to promote their class to insure sustainable enrollments. (Citrus College Continuing Education must approve all flyers and materials before they are distributed. If requested, Continuing Education staff will assist instructors with the design of a course flyer.)

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

Method of Assessment: Please detail how you will assist students in assessing what they have learned. Course Outline: Please provide a detailed course outline indicating what you plan to cover at each session and the teaching methodology, e.g. lecture, demonstration, class discussion, hands-on activity, guest lecturer, site visits). Use additional sheets if necessary.

**Session #1    Topic:**

**Methodology:**

**Session #2    Topic:**

**Methodology:**

**Session #3    Topic:**

**Methodology:**

**Session #4    Topic:**

**Methodology:**

**Session #5    Topic:**

**Methodology:**