

## Community Education Course Proposal Instructions

**Thank you** for your interest in teaching a Community Education class for Peninsula College. To propose a class, read the following information carefully before completing your course proposal.

**The Course Proposal has three parts:**

- Course Proposal form
- Course Syllabus
- Resume

**Course Proposal Application Deadlines**

Course proposal applications are accepted on an ongoing basis and classes follow the Peninsula College [academic calendar](#). Courses are selected approximately three months before the term begins in order to meet deadlines for the Quarterly Schedule.

**Please Note:** All courses must have a complete course proposal prepared prior to the proposed course date. If you are teaching the same class as the previous term, you must contact us to request that we use the previous copy of your course proposal.

**Returning instructors** with new course(s) must complete the course proposal and provide a course syllabus. Their resume is only necessary if they wish to reflect updated information.

**Please type or print clearly. Send a separate course proposal for each class you want to teach.** Send your course proposal, course syllabus, and resume to:

Cindy Guoan  
Community Education  
1502 E. Lauridsen Blvd.  
Port Angeles, WA 98362

**Course Proposals are selected** on the basis of your qualifications; previously expressed interest from the community, practical marketability, available classroom facilities, and the overall balance and diversity of Community Education offerings for the term. In any given quarter, we may be unable to select your class based on any or all of the above conditions.

**Community Education** will not offer classes which clearly promote yours or another's own private business, recruit for a religious organization, advocate civil disobedience, or endanger the public welfare.

**The Content of the Class** is determined by you. Keep in mind that based on our surveys, students taking our Community Education courses do so primarily for their own enjoyment and personal growth. Serious course topics may certainly be addressed and would be best presented in a manner which will attract students to your class. As you draft your course proposal you might want to ask yourself: Who is my target audience? Why would they take my class? How can I make the class more interesting to students?

**The length of a class (beginning and end dates) and the time of the class** are determined by you and should be based on the content and your target audience. We suggest you look at our current [Quarterly Schedule](#) for ideas. While length and times are proposed to attract your target audience, availability of facilities also plays a large role and may determine the eventual dates and times.

**Class fees** are based upon your salary expectation and the direct costs of offering the class to the public. Any **material fee** you set is also added to what the student pays. A review of our current Quarterly Schedule will give you some idea of the range of fees students pay and for what subjects.

**Minimum and maximum student enrollments** are set by you (within limits). We recommend a minimum of six students. In setting your fees and your minimum enrollment, aim for a balance where the minimum enrollment number is worth your while and the fees are reasonable for students.

**Course descriptions and instructor biographies** used in the Peninsula College Quarterly Schedule are taken directly from your course syllabus. Please write them as you would like them to appear in print, **using complete sentences**; keep the course description to a maximum of 50 words and 25 words for your bio. We reserve the right to edit descriptions for any reason. The course title can be simple or catchy. The course description's opening statement needs to focus on the course content or how or what the student will learn. Opening statements usually include: a definition, the end result, a question, an outstanding or impressive fact, and/or a quotation. The course description should be enticing, factually complete and accurate with solid course information. The bio should establish your qualifications in terms of experience, more so than your credentials or degrees.

### **Textbooks**

Textbooks are not required for Community Education classes. However, if you do plan to recommend that students purchase a book, have a clear understanding of where they will find the book and the amount that will add to their cost for the class. The book title and author and information on purchasing (including ISBN number) should appear on your syllabus.

### **Instructor pay**

You determine what you want to make and the minimum number of students you will accept. As a general rule, college costs and your indirect costs make up fifty percent of the actual student fee and your direct salary makes up the other fifty percent. Any material fee or additional class rental or field trip costs are over and above the basic student fee. The payroll department issues checks on the 10<sup>th</sup> and the 25<sup>th</sup> of each month.

**Payroll forms**

Human Resources must have your employment application package and payroll forms for processing **prior to** the beginning of your class. Federal law requires us to verify your citizenship status and eligibility to work in the United States.

**Publicity**

Any written publicity citing Peninsula College or its logo arches must be approved prior to release by the Continuing Education Dean.