| **Proposal to Teach NEW Class/Workshop**  
| **(Not-for-Credit)** |
| Proposed Title: |
| Instructor Name: |
| Mailing Address: |
| Contact Phone: (Home / Cell) |
| E-mail address: |

**Catalog Description:** (Description of course as you would have it appear in the Community Education schedule of classes. We reserve the right to edit as needed.)

**Student Learning Outcomes:** (Please list at least 3 SLO’s)
The student will learn:

**Methods of Assessment/Evaluation of Student Learning Outcomes:** (please list how you plan to assess the student learning outcomes in your course; I.E. participation, quizzes/tests, assignments)

**Course Outline:**
Please attach a course outline. Include what will be covered in each session and the method of instruction (lecture, demonstration, class participation, field trip, guest presenters, hands-on activities, etc.). Specify which sessions need different audiovisual equipment.

*Proposal will not be considered without this outline.*
**Instructor Qualifications:**
Please describe your qualification, background, education, and/or experience relative to teaching this class. Attach resume.

Have you taught a similar class before?    ☐ Yes    ☐ No

What efforts will you be making to market your class?

Preferred campus:    Fremont    Newark

Suggested dates:

Preferred days of week:

Proposed length of class:    sessions of    hours each.

Proposed time: Start:    End:

Number of students – Minimum:    Maximum class size:

Audiovisual equipment required:    ☐ Yes    ☐ No
Please specify:

Will you charge a material fee?    ☐ Yes    ☐ No    If so, how much?

Will students need to purchase books or supplies?    ☐ Yes    ☐ No
If yes, please list and give estimate of cost and where supplies may be purchased.

Room/Facility request/ requirements:

**Hourly salary for presenter varies. Salary expected per hour.** ____________

If the enrollment falls below the minimum, you will be given the option to teach at a reduced rate. Would you be willing to do this?    ☐ Yes    ☐ No

Thank you for your interest in the Ohlone College Community Education program.

Community Education reserves the right to cancel any class at any time. If a class is canceled prior to the start date instructors will not receive compensation.

Please email us at **comm_educ@ohlone.edu** or call 510-979-7590 if you have questions regarding our program.