

Maximum number of students:

Minimum number of students (our minimum is currently 15; however if there are only 10-14 students and they agree to pay more for the class to run, they are welcome to):

Outline of information to be covered: (Course content)

Be sure to attach

Class/Seminar objectives: (What do you want the student to learn?)

Materials: (What materials must the student have? What materials do you require to teach the class? Please list)

Instructional methodology: (How will this course be taught? i.e. lecture, hands-on, etc.)

Demand: (Why do you think there is a need in the community for this type of class?)

Competition: (Have you seen this type of course offered at other places? Where and by whom?)

Experience and level of education completed: (Have you taught this subject before? Where? Were you happy with the results?) **Please also send us a general resume.**

Promotional paragraph suitable for publication: (Please limit your description to no more than 6 sentences.) Only 600 characters will be allowed on the printed schedule; however the website will all more.

Provide 2 References:

1. Name:	Phone:	cell #
Relationship:		
2. Name:	Phone:	cell #
Relationship:		

MINIMUM REQUIREMENTS

Community Education Class. A Community Education class is a class which meets the following minimum requirements:

1. Is designed for the physical, mental, moral, economic, career or civic development of persons enrolled therein.
2. Provides subject matter content, resource materials, and teaching methods which San Diego Continuing Education deems appropriate for the enrolled students.
3. Is open to all members of the community.
4. Is not intended for the promotion of the instructor and/or his/her business interests.
5. Must potentially attract enough participants that the tuition charged will cover all costs associated with offering the class.

Your proposal to present a class through the Community Education Program will be considered complete when we receive the following items:

- **This completed proposal form**
- **Your resume**
- **A detailed outline of the contents of your program**
- **A copy of student materials**
- **Two references**

You may return this packet by mail, email or in person to:

**Robin Carvajal, Dean Community Education Program
San Diego Continuing Education, Centre City Campus
1400 Park Blvd, San Diego, CA 92101
619 388-4698; fax 619 388-4662
rcarvaja@sdccd.edu**