

# Community Education Program

San Diego Continuing Education  
San Diego Community College District

## NEW COURSE PROPOSAL

Please complete the following course proposal and return by email to [rcarvaja@sdccd.edu](mailto:rcarvaja@sdccd.edu) to Dean Robin Carvajal. Please do not handwrite this form. You may expand your response either within this document or attach pertinent pages.

**Instructor's Name:**

**Course Title:**

**Presenter's address:**

**Telephone:**

**Social Security #**

**E-mail address:**

**Occupation:**

**Salary Expectation:** (range is from \$35/hr. to \$150/hr.)

**Number of class sessions/instructional hours:** (provide a range if needed- class minimum is three hours)

**Proposed date(s) of class:** (avoid district holidays)

**Day(s) of the week** (underline or circle preferred days)    **M**    **T**    **W**    **TH**    **F**    **S**

**Preferred Location:** (San Diego Metropolitan Area- Cesar Chavez Campus, West City Campus, CE Mesa Campus,)

**Classroom requirements:** (smart classroom, specialized equipment, furniture, size)

**Materials fees:** (List the costs that the student will be responsible to pay related to instructional materials? If the materials are needed on the first day of class, instructor will need to pre-purchase based on enrollment numbers. Reimbursement to the instructor could take up to three weeks upon submission of the claim. Students will be charged for the materials fees at the time of online registration in the class. The Instructor is required to submit original receipts and request for reimbursement to Deborah Arnold. Only original receipts are accepted.

Additionally, include the cost estimate for any textbooks or other supplies that the student must purchase outside of class. Even if you are not going to pre-purchase these materials, we need to put the costs into

the course description.)

**Maximum number of students:** (This number is based on considerations related to teaching methodology and pedagogy effectiveness)

**Course Description:** (Please write a compelling course description that will inform and attract students to the class)

**Course Objectives:**

**Course Topic Outline:**

**Course Agenda:** (list the agenda for each session if pertinent and realistic)

**Course Audience:**

**Instructional methodology:** (How will this course be taught? i.e. lecture, hands-on skill presentation and practice, on-line, fieldtrips, guest lecturers, etc.)

**Instructor biography/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 highlighting any teaching experience or experience related to the topic you wish to teach.

**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?))

**Provide Two References:**

Name: Phone:

Relationship:

Name: Phone:

Relationship:

***Thank you for taking the time to complete this Course Proposal. We will contact you to confirm receipt and, if appropriate, schedule a meeting with you to discuss the course in more detail. Please note that all course materials provided to student are subject to review by the administration prior to teaching the class.***