

**PROPOSAL TO TEACH CLASS / WORKSHOP (Fee Based)**

## Course Details

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**Proposed Title:** \_\_\_\_\_  
*(Title should be attention-grabbing and descriptive of the topic)*

**Instructor Name:** \_\_\_\_\_

Semester: 20\_\_\_\_  Spring  Summer  Fall # of class sessions: \_\_\_\_\_ Minimum class size: \_\_\_\_\_

Proposed length of class: \_\_\_\_\_ Week(s) # Total course hours: \_\_\_\_\_ Maximum class size: \_\_\_\_\_

Preferred Location:  Upper Valley Campus  Napa Main Campus  Other \_\_\_\_\_

Room Requirements: \_\_\_\_\_

Special facility or equipment needs: \_\_\_\_\_

**Budget:**

Instructor's Anticipated Compensation for the course: \$ \_\_\_\_\_

Have you taught this class before:  No  Yes If yes, where: \_\_\_\_\_

Will you charge a material fee:  No  Yes If yes, amount per student: \$ \_\_\_\_\_ School to collect Instructor to collect

Do you anticipate using the copy machine:  No  Yes If yes, a material fee will be required by college.

Will students need to purchase books or supplies:  No  Yes If yes, estimated cost: \$ \_\_\_\_\_

**Additional Costs:**

Does your course include other additional costs? \$ \_\_\_\_\_/per student

Describe: \_\_\_\_\_

Class Description: Please describe (or attach) the proposed class/workshop description as you would have it appear in the Community Education schedule. **Total number of words 60 to 120 maximum.** (We reserved the right to edit as needed.)

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## Course Outline

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Indicate what you plan to cover each class and the teaching methodology. Use additional sheets as necessary.

**Class/Week # \_\_\_\_\_**

Topic	Methodology <i>(lecture, hands-on, discussion, etc.)</i>

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## PROPOSAL TO TEACH CLASS / WORKSHOP (Fee Based)

### Student Learning Outcomes

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Please list the student learning outcomes for your class. Add as many as necessary to describe the outcomes for your class.  
*Format as: Upon completing the class, the student will be able to:*

1.

2.

3.

### Marketing

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**Who is the target audience for this class and what will you do to market it?**

Who do you think would be interested in taking this class and why? The instructor is urged to do his/her part to promote their class to ensure healthy enrollments. We encourage online advertisements, posting flyers, and contacting related organizations.

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## Instructor Information

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Instructor Name: \_\_\_\_\_  
*Last First MI*

MailingAddress: \_\_\_\_\_  
*Street City St Zip*

Home Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Best Contact for Students? (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_  
*(All instructors are required to have an email address)*

Website: \_\_\_\_\_

## Additional Information

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**1) Please attach your resume or CV.**

**2) Instructor bio:** Describe your education and experience related to the subject matter. This may be in the schedule if space allows. **(100 words maximum).**

**3) Are you employed by another institution of higher learning where you are teaching the same or similar courses?**

No  Yes If yes, where and what course(s) are you teaching?

## Submit Proposal

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Email completed course proposals along with your resume or CV to [UVC\\_StHelena@napavalley.edu](mailto:UVC_StHelena@napavalley.edu). You will receive an email confirming that it was received.

**Office Use Only**

Received: \_\_ / \_\_ / \_\_\_\_ Forwarded to Instruction: \_\_ / \_\_ / \_\_\_\_

Approved:  Yes  No

Comments: