Dear Instructors:

Community and Contract Education provides an array of enrichment and customized skills training courses to meet the needs of lifelong learners, employers, and incumbent workers. The enrichment courses are offered as not-for-credit, with no grades, quizzes, or tests. The customized training courses are also offered as not-for-credit, however, Contract Education may offer credit or non-credit courses from time-to-time to meet a specific need or request.

Community and Contract Education reviews new course proposals on an ongoing basis, but will likely only contact you after the proposal due date:

- Fall semester proposals due by March 30
- Spring semester proposals due by August 20
- Summer semester proposals due by January 2

Please contact our office (707) 527-4372 or communityed@santarosa.edu if you have any questions.

Jeffrey Rhoades, Ed.D.
Director, Community and Contract Education

NEW COURSE PROPOSAL FORM

COURSE INFORMATION

Instructor Name:
Address:
Day Phone:
Evening Phone:
Email (Mandatory):
Website:
Have you been employed by the SRJC?
Position: **Department:**
Have you submitted a course proposal to Community Education before?

Web bio (100 words maximum): opportunity to describe education, experience, and expertise related to the subject matter. Demonstrate value early and often. Provide the student with the prospect that you are the "real deal."

COURSE INFORMATION

Semester:
Year:
Course Title (attention-grabbing, clear topic identification, and concise)
Preferred Location (if off campus, please give facility name, location, and note if there is a rental fee associated with the use of the facility)
Special facility or equipment needs (SMART room, fitness room, etc.)

	Summer Between 6/16 – 8/12	Spring Between 1/13 – 5/23	Fall Between 8/19 – 12/13
Option 1			
Option 2			

Class Times:
Number of class sessions
Total course hours (including any breaks)
Day(s) of Week

COURSE DESCRIPTION

Course Description (for publication in the Community Education catalog) Use second or third person and active voice. Use plain text without italics, quotation marks, dashes, etc. The 75-word description is the primary marketing piece for your course and needs to be attention-grabbing, accurate, concise, and demonstrate value. Use specific information from Student Learning Outcomes, Outline, and Marketing Niche. It may be helpful to complete those sections prior to course description. **Must be <u>75</u> words or less.**

Web Description (200 word maximum) RECOMMENDATION: Use the full 200 words to give a clear picture of what an individual will experience in the course. Share your strengths, past experiences, articulate the benefits of the course, and create the story of where the lifelong learner fits in the broader scope of the course, articulate the benefits of the course, and describe. Think in terms of engaging the individual through courses that build value over time. If we do not, we are forced to sell the student again when the next course comes around. Instructor + student = potential to enter into a sustained, long-term relationship with learners who have a perennial interest in a particular subject

STUDENT LEARNING OUTCOME

Elements of an SLO	
Outcome	What will change
Condition	Condition under which the outcome will be observed, or when the change will occur
Criterion	Criterion for deciding whether the outcome has been achieved, or how much change

Example:

> The students in Beginning Swimming will be able to demonstrate proper freestyle swimming mechanics by the end of the fourth class session from the cues outlined by the instructor in the first three class sessions.

Student Learning Outcome (Please list the student learning outcomes for your course)

COURSE OUTLINE

Please include a detailed sample course outline for one session/class indicating what the class will cover and the learning style/teaching methodology you plan to use. (e.g. lecture, experiential activity, group discussion)

Learning Style/Teaching Methodology	
Behavior	tasks, procedures, practice exercises
Cognitive	presentations, explanations
Inquiry	question-driven inquiries, discussions
Mental Models	problems, case studies, labs, projects
Groups and Teams	group activities, team projects
Virtual Realities	role playing, simulations, dramatic games
Experiential	experiences, travel, internships

Course Outline (Topic and Methodology)

COURSE PRICING

Pricing for knowledge and learning is highly variable and depends greatly on the perception of the student (buyer). Instructors for Community and Contract Education are compensated competitively using a per student rate for compensation. Community and Contract Education recommends instructors look at the current course offerings to determine the proposed course fee. All course fees and compensation are negotiated at the interview.

Maximum number of students	
Proposed Course Fee (what students will pay for the course)	

Additional Cost	Supplies ($/student)	
	Aide	☐
	Parking	☐

THANK YOU!

Community Education sincerely appreciates the time you invest into developing a new course.