



## **GLENDALE COMMUNITY COLLEGE COMMUNITY SERVICES EDUCATION**

1122 EAST GARFIELD AVENUE, BUNGALOW #12  
GLENDALE, CA 91205-2526  
PHONE: (818) 240-1000, EXT. 5015  
FAX: (818) 548-6216

# **NEW COURSE PROPOSAL PACKET**

### **PACKET CONTENTS:**

- Cover Letter – Page 1**
- Instructions for Forms – Page 2**
- New Course Proposal Form – Page 3**
- Instructor Application Form – Page 4**

### **WELCOME!**

Community Services Education invites you to share your knowledge and enthusiasm with our community by becoming a CSE Instructor. The following forms are intended as a first step in your application process. They include a *New Course Proposal Form*, in which we expect you to describe and outline your new course ideas and an *Instructor Application Form* similar to a job application. Please complete these forms legibly in ink and submit them via mail or fax to our Garfield Campus CSE office. We will contact you, as time permits, to schedule an interview or let you know why your course proposal was not selected. Instructors are hired as independent contractors on a session-by-session basis through Community Services Education at Glendale Community College. You are responsible for filing the appropriate IRS forms and paying self-employment taxes, if hired.

### **Your proposal is considered complete when we receive the following items:**

- 1. New Course Proposal Form**
- 2. Instructor Application Form**
- 3. Resume, including two (2) References**
- 4. Copies of any handouts, media, or supplies you will be selling**



# INSTRUCTIONS

## COURSE PROPOSAL & INSTRUCTOR APPLICATION FORMS

### Course Proposal Form

*Please Type or Print legibly and in ink. You may provide additional information on separate sheets and include attachments, but please complete the form in full. We use this information not just to evaluate your proposal, but for our catalog and website as well.*

#### COURSE INFORMATION

**Course Title:** A brief, but descriptive title can sell the class! Catchy titles work.

**Prerequisites:** Do students need any prior experience or skills to succeed in your course?

**Brief Description:** 100 words maximum. Please tell prospective students why they should take this course. *Present your description as it would appear in our Course Catalog.*

**Student Learning Outcomes:** After completing this class, what will the student be able to do? (list 3-4 items)

**Brief Course Outline:** Outline or list all topics that will be covered and the time schedule you will follow. List what material you will cover each class meeting. Use a separate sheet, if necessary.

**Biographical Info:** Each course is listed with a brief 1-2 sentence instructor biography. In addition to the printed catalog, we offer each instructor the opportunity to have a biographical web page on our website for free. Please include a paragraph about yourself, highlighting your background in the course subject.

**Course Preferences & Equipment:** When scheduling a class, it is important that we know what accommodations you will need in addition to your preferred campus and meeting dates and times. We will consider your preferences, but ultimately reserve the right to schedule locations, set meeting dates and times, maximum enrollment, and establish course fees independent of your stated preferences. Equipment is limited, so please let us know what you will need.

**Materials Fee:** A *reasonable* materials fee may be requested of students. However, **we must pre-approve your fee** (for full disclosure to prospective students) and **you must provide copies of materials lists and any media or publications that you will be selling for our office to keep on file.**

**Pay:** Your pay rate will be negotiated after your successful interview, depending on experience and/or level of expertise. Our pay rates are competitive with those of other extended learning and community service programs in southern California.

### Instructor Application Form

*Please complete this application legibly and in ink. While you are expected to furnish a resume in addition to this form, please complete the form in full regardless of any redundancy. We appreciate your understanding, as this application is necessary for employment as an Independent Contractor with Community Services Education at Glendale Community College. Your personal information is kept private and secure.*

**Contact us at (818) 240-1000 extension 5015 with any questions or comments.**

PLEASE TYPE OR PRINT LEGIBLY IN INK

# COURSE PROPOSAL FORM

Glendale Community College | Community Services Education  
1122 East Garfield Avenue, Bungalow #12, Glendale, CA 91205-2526  
Phone (818) 240-1000, ext. 5015 | Fax (818) 548-6216

## CONTACT INFORMATION

NAME (FIRST, LAST): \_\_\_\_\_ DAY PHONE: (    ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

## COURSE INFORMATION

COURSE TITLE: \_\_\_\_\_

IF THIS CLASS HAS BEEN TAUGHT BEFORE, LIST WHERE AND DATES TAUGHT: \_\_\_\_\_

<b>PREREQUISITES:</b>
<b>BRIEF DESCRIPTION:</b>
TARGET AUDIENCE:
<b>STUDENT LEARNING OUTCOMES:</b>
<b>BRIEF COURSE OUTLINE:</b>
<b>BIOGRAPHICAL INFO:</b>

## COURSE PREFERENCES

## EQUIPMENT NEEDED

DAY(S) OF WEEK (CIRCLE):    M   T U   W   T H   F   S A   S U  
 MEETING TIMES: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_  
 NUMBER OF CLASS SESSIONS: \_\_\_\_\_ AT \_\_\_\_\_ HOURS EACH  
 MAXIMUM ENROLLMENT: \_\_\_\_\_ STUDENTS    MIN. AGE: \_\_\_\_\_  
 PROPOSED DATES: \_\_\_\_\_ ALT. DATES: \_\_\_\_\_  
 CAMPUS OR LOCATION: \_\_\_\_\_  
 NOTES: \_\_\_\_\_

- LARGE TABLES
- SINK
- KITCHEN
- VCR/DVD/MONITOR
- OVERHEAD PROJECTOR
- SLIDE PROJECTOR
- DIGITAL PROJECTOR

OTHER: \_\_\_\_\_

## MATERIALS FEE

FEE: \$ \_\_\_\_\_ TO COVER THE FOLLOWING  
 HANDOUTS (TITLE & NO. PAGES): \_\_\_\_\_  
 \_\_\_\_\_  
 SUPPLIES (LIST ITEMS): \_\_\_\_\_  
 \_\_\_\_\_

TEXT(S):  
 TITLE: \_\_\_\_\_  
 AUTHOR: \_\_\_\_\_  
 ISBN: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

ADDITIONAL INFORMATION MAY BE APPENDED ON SEPARATE SHEETS.

PLEASE TYPE OR PRINT LEGIBLY IN INK

# INSTRUCTOR APPLICATION

**Glendale Community College | Community Services Education**  
1122 East Garfield Avenue, Bungalow #12, Glendale, CA 91205-2526  
Phone (818) 240-1000, ext. 5015 | Fax (818) 548-6216

## CONTACT INFORMATION

SOCIAL SECURITY NO.: \_\_\_\_\_ HOME PHONE: (    ) \_\_\_\_\_

LAST NAME: \_\_\_\_\_ BUSINESS PHONE: (    ) \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_ CELL PHONE: (    ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## EMPLOYMENT RECORD – PLEASE LIST MOST RECENT EMPLOYMENT FIRST

FROM (Mo/Yr)	To (Mo/Yr)	ORGANIZATION	BUSINESS ADDRESS	POSITION TITLE	F/P TIME	PHONE	SUPERVISOR

## EDUCATION BACKGROUND

HIGH SCHOOL ATTENDED: \_\_\_\_\_ CITY, STATE, Co.: \_\_\_\_\_

AWARDED (CIRCLE): **H.S. DIPLOMA** OR **G.E.D.** YEAR GRADUATED: \_\_\_\_\_

ACCREDITED INSTITUTION NAME	CITY, STATE, COUNTRY	FIELD OF STUDY	DEGREE	YEAR AWARDED	DATES ATTENDED	
					FROM	TO

I, the undersigned, understand that completing this form does not imply that employment is imminent with Glendale Community College. It merely indicates that I have an interest in teaching in the Community Services Education program. I further understand that an instructor in CSE classes is not part of the classified service and is not guaranteed employment. CSE Classes are subject to changes and cancellation due to lack of enrollment or other reasons as determined by the director. Notice of course cancellation may be given verbally.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_