

DIABLO VALLEY COLLEGE
COMMUNITY EDUCATION
COURSE PROPOSAL

All fields required Community Education Lifelong Learning @DVC College Prep Academy College for kids

Instructor's Full Name				
Course Title	<i>(Max of six words)</i>			
Description <small>(less than 100 words)</small>	<i>Please use short description for brochure (less than 100 words): <u>Longer description may be submitted for registration system on additional page.</u></i>			
Proposed Day(s)/Date(s) <i>(List 3 options)</i> Ex: Tuesday(s) MM/DD/YY - MM/DD/YY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Proposed Meeting Times & <u>Number of Sessions</u> <i>(List 3 options) Ex: 6pm 4sessions</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Location Preference(s) __ DVC Pleasant Hill __ DVC San Ramon	Classroom Needs __ Login for students to access DVC computers __ Login for instructor to access DVC teacher computer __ DVD player __ Projector/screen __ Classroom with student computers __ Other _____			
Any materials purchased by you or provided by DVC (include approx. cost per student)		Any materials students need to bring		
Target Audience(s)	__ Youth	__ Ages 40+	__ Families	__ Adults 18+

New to DVC Community Education or need to update your information?

To Be Completed By Instructors (REQUIRED)

Email:	Phone:
Brief Bio for Marketing Materials. (optional: head shot)	Emergency Contact: Name: Phone:
Why do you want to teach for DVC Community Education?	
If you have taught this class before, please list when and where. How many students enrolled?	
Community Education needs to offer courses that are unique within our community and we do not want the courses we offer to compete with other institutions in our area. Are you offering/proposing this course at another nearby institution during your intended term? <input type="checkbox"/> Yes <input type="checkbox"/> No	

We will do our best to accommodate your requests in this proposal. Please note there is no IT support for our classes. If you would like to use the teaching equipment, you will need to set an appointment for training with our office (M-Th, 10 a.m. – 3 p.m.) by email at CommunityEd@dvc.edu. Depending on the location of your class, we may or may not be able to provide you training. Please only submit this proposal if you are confident you can teach this class even if the classroom and technology you request are not available for your use – even unexpectedly on the day of class (exceptions include classes that require use of computers for students).

*New instructors will have to complete a Diablo Valley College classified employee application prior to receiving a formal job offer. Please be prepared to meet with Human Resources to complete the hiring process and get a background check completed at Martinez CA.

Thank you so much for your interest in teaching with Diablo Valley College Community Education! The Community Education office will be in touch within 2 weeks.

FOR OFFICE USE ONLY

Date Received (dd/mm/yy): ____/____/____ Received By: _____ In-Person Email Mail

Semester: Spring ____ Fall ____ Summer ____

Day of Week: Mon Tues Wed Th Fri **Sat** **Sun** Time: _____ AM PM

Type Lecture Series (# of days) _____

Category: In Person Online _____ Hybrid _____ Tour _____ Other _____

Location: DVC (PH) DVC (SR) Other _____ Room: _____ Supplies Needed _____

Tuition Cost: \$ _____ Instructor Position & Pay _____

RTP HR Finalized & Confirmed by _____ **Date:** ____/____/____