



**COMMUNITY EDUCATION  
& WORKFORCE DEVELOPMENT**

## **NEW COURSE SUBMISSION (Letter of Intent)**

**Please refer to new instructor cover sheet on when to submit the form.**

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

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone:**

(cell) \_\_\_\_\_

(home) \_\_\_\_\_

**You can provide students my:**       **Email address**       **Phone number**

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**Last 4 digit Social Security # or Tax I.D. #:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Salary Expectation:** \_\_\_\_\_

**Provide 2 References (either a supervisor or someone who has taken a class from you):**

**1. Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**2. Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Note:** We are required to have a copy of your general resume on file. Please submit it with this application.

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## Class/Course Information

If you have multiple classes that you are proposing to teach, please submit another of this returning course proposal form. If your class proposal has multiple start dates/sessions or locations, please list them on ONE sheet only.

**Note:** Please refer to cover sheet to review over deadlines, the course months, and Holiday closures.

1. What Semester are you proposing, please check ONE for each form (**must meet submission deadline**):
- Summer year\_\_\_\_\_  Fall year\_\_\_\_\_  Spring year\_\_\_\_\_  Any Semester

2. Name of class/Seminar: \_\_\_\_\_

3. Proposed/Preferred Date(s) and time of class (use a separate sheet of paper if more space is needed).

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4. Other dates & times if proposed dates not available. You may list your availability here:

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5. Requested location(s) of this course or put "Livestream" if online:

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6. Minimum number of students you are willing to accept. Please note, this is just an estimate as we set the minimum number of students:

\_\_\_\_\_

7. Maximum number of students you are willing to accept: \_\_\_\_\_

8. I am willing to work with students under 18: [ ] Yes [ ] No

If "Yes," upon hired, you will need to complete a Live Scan (fingerprinting) with MiraCosta College.

The youngest age I am willing to work with is: \_\_\_\_\_

Does the child need to be accompanied by a parent/guardian? [ ] Yes [ ] No

9. **Proposed fee to students:** \$ \_\_\_\_\_

10. **Materials fees.** Note: This is paid by students directly to instructor, write "none" if no material fee is needed. Material fees can only reflect the actual retail cost of item(s) provided. Fees can reflect handout copies expenses. Please list item(s) and the cost of each material - note what material fees cover (attach or email a separate copy of materials if you need more space):

\$ \_\_\_\_\_

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11. **Materials:** What materials must the student have and bring to class? If there is a book, please write the ISBN number here (Attach or email separate copy if you need more space. If you have already provided a list of materials, write "same" materials):

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12. **Promotional paragraph suitable for publication (please keep it short but appealing):**

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13. **Outline of information to be covered (Course content):**

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14. **Student Learning Outcomes (Class/Seminar objectives, what do you want the student to learn?):**

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**15. Methods of Instruction** (How will this course be taught? i.e. lecture, hands-on, etc.):

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**16. Demand:** (Why do you think there is a need in the community for this type of class?.)

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**17. Experience:** (Have you taught this subject before? Where? What were the results?):

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**18. Competition:** (Have you seen this type of course offered at other places? Where and by whom?)

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**MINIMUM REQUIREMENTS**

**Community Education Class. A Community Education class is a class which meets the following minimum requirements:**

1. Is designed for the physical, mental, moral, economic, career or civic development of persons enrolled therein.
2. Provides subject matter content, resource materials, and teaching methods which MiraCosta College deems appropriate for the enrolled students.

3. Is open to all members of the community.
4. Is not intended for the promotion of the instructor and/or his/her business interests.
5. Must potentially attract enough participants that the tuition charged will cover all costs associated with offering the class.