



COMMUNITY EDUCATION
& WORKFORCE DEVELOPMENT

Returning COURSE SUBMISSION (Letter of Intent)

This form is for returning instructors & returning courses only. Please refer to cover sheet on when to submit the form and the date range.

Instructor Name: _____

Email address: _____

Telephone: _____

You can provide students my: Email address Phone number

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 has multiple start dates/sessions or locations, please list them on ONE sheet only.

Note: Please refer to MiraCosta's academic calendar to review the course months, and Holiday closures. Summer proposals are usually collected in February. Fall, in May, and Spring in October.

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. Is this a new course (**Note: If yes, you will need to complete a new course proposal form instead of this form**)?

Yes No

4. Proposed/Preferred Date(s) and time of class (use a separate sheet of paper if more space is needed).
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5. Other dates & times if proposed dates not available. You may list your availability here:

6. Do you need time for setup and clean up? If so, how much time (Anything over 30 minutes, please contact Sharon Gaitan):

Set up

None 15 min 30

Clean up

None 15 min 30

7. Requested location(s) of this course:

8. Classroom requirements:

Standard classroom (comes with instructor computer, overhead projector)

Tables (not tablet armchairs)

Sink

Computer lab

Other _____

9. Maximum number of students you are willing to accept: _____

10. I am willing to work with students under 18: Yes No

If "Yes," you will need to complete a Live Scan (fingerprinting) with MiraCosta College, if you haven't done so already. Contact us for more information.

The youngest age I am willing to work with is: _____

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

11. **Proposed fee to students:** \$ _____

12. **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):

\$ _____

13. **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):

14. **Promotional paragraph suitable for publication (please keep it short but appealing, 440 characters)**
Or write "same as before":

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.