

Community Education Class Proposal Form

Classes offered through Community Education do not award college credit

Please read our Policies & Procedures on page 3 before submitting this form.

Today's Date:

Last Name: First Name: Middle Initial:

Address: City: State: Zip Code:

Telephone Number: E-Mail Address: Fax:

Business Name: FEIN: Business Phone:
(if applicable) *(if known)*

Are you currently an employee of the Kern Community College District? YES NO

If you answered yes above, please indicate: Classified Certificated Management

Campus (where you would like to teach this class) If Not at Campus, Address of Class Location:

Porterville College

Suggested Class Title: Total # of Class Hours:

LEARNING OBJECTIVES

By the end of this class, participants will know how to:

-
-
-
-
-
-
-

List your preferred dates and times that you would like to teach this class.

START DATE	END DATE	DAYS OF THE WEEK						CLASS START TIME	CLASS FINISH TIME
		M	T	W	Th	F	S	AM PM	AM PM

Target Audience:

Minimum Age Requirement:

Class Size Limit:

Suggested Class Fee: \$

REQUIRED BOOKS (if any)

Book Title:

ISBN-13:

Book Title:

ISBN-13:

Check the items you need to teach this class:

Computer

Internet Connection

LCD Projector

Whiteboard

Long Tables

Standard Seating

Other:

INSTRUCTOR BIO

Minimum Requirements to Teach - Check Applicable Boxes (see instructions on Page 3)				
College Degree	2 Years Work Experience	5 Years as Hobbyist	Credential/Certificate	Other (attach statement)
Qualifications related to this course:				

Please *also* include a current copy of your resume or curriculum vitae.

Mail, fax, e-mail, or hand-deliver this form to:

CTE Program Manager
 Porterville College
 100 East College Avenue
 Porterville, CA 93257



PORTERVILLE COLLEGE
Policies & Procedures for Community Education
Please read before submitting the Class Proposal Form

APPLICATION PROCESS

Individuals who would like to develop and teach a community education class for Porterville College must complete and submit a Class Proposal Form to the Career and Technical Education (CTE) Program Manager.

- Qualifications for Community Education Instructors (hereinafter referred to as “Professional Experts”) will be evaluated by the CTE Program Manager on a case-by-case basis, however, all candidates must satisfy at least one of the following requirements:
- A master’s degree or bachelor degree in the subject area to be taught
or
- Minimum of 2 years of work experience in the subject area to be taught
or
- Minimum of 5 years of personal experience as a hobbyist in the subject area to be taught
or
- A credential or certificate from a verifiable source showing evidence of subject proficiency in the subject to be taught

Candidates for Professional Expert must indicate in the “Instructor Bio” section (on Page 2 of the Class Proposal Form) which of the above requirements has been met. Candidates also need submit their resume and list in the “Instructor Bio” section all direct experiences that relate to the chosen subject.

Candidates that do not meet any of the above requirements are encouraged to submit a separate sheet of paper detailing how they possess the knowledge and skills to develop and teach their chosen subject.

INTERVIEW PROCESS

Stage 1: The Career and Technical Education (CTE) Program Manager will conduct a preliminary telephone interview with every individual who submits a properly completed Class Proposal Form. The CTE Program Manager will determine which candidate moves to Stage 2 in the process.

Stage 2: If the community education class is to be offered the CTE Program Manager will forward documentation to the CTE Dean for approval.

Stage 3: If the candidate is approved, he/she will be required to sign a Temporary Employment Agreement (provided by the CTE Program Manager) and complete the Kern Community College District (KCCD) employment package which includes a TB Exam and DOJ Fingerprint Scan (the cost of both tests will be reimbursed by KCCD). The candidate will not begin working until the Porterville College Human Resources Office notifies the CTE Program Manager that the candidate has been approved.

DEVELOPING THE CLASS

The CTE Program Manager or CTE Dean may alter the class title, learning objectives, dates, times, and registration fees based on the logistical, financial, or marketing requirements of the college. The Professional Expert will be consulted in advance about any alterations and have the opportunity to provide input.