

Cuesta College Community Programs Course Proposal

Instructor Information

First Name: _____ Last Name: _____ D.O.B.: _____

Business Name (Leave blank if NA): _____ TIN: _____

Banner ID: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Preferred Phone number/type: _____ Alternate Phone number/type: _____

Email Address: _____ Web Address: _____

Emergency contact information

First name: _____ *Last name:* _____ *relation to instructor:* _____

Phone number: _____

Confirm permission to release the following instructor contact information:

Preferred phone	Alternate phone	Email Address	Web Address
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Release no contact info and take message for instructor

Biography as it relates to class (2-4 sentences preferred):

Professional References (for 1st time Community Programs instructors only):

Reference #1 contact information

Name: _____ Relation: _____

Phone: _____ Email: _____

Reference #2 contact information

Name: _____ Relation: _____

Phone: _____ Email: _____

Proposed Course Information

Course Title: (40 characters max): _____

of Meetings: _____ Day(s) of Week: _____ Start Date: _____ End Date: _____

Class Time: _____ Additional Dates: _____ Off Dates: _____ Total Class Hours: _____

Min # of students required to hold class: _____ Max # of students for full class: _____

Min student age: _____ Max student age: _____

Location preference: SLO Campus North County Campus Other: _____

Classroom Equipment Needs: Projector Student Computers Sink Other: _____

Mode of Delivery: In-Person: Live Remote Asynchronous Hybrid Self-Paced

Software/Platform(s) - (for online classes only):

Target Audience: _____

Class Description for Website (3-5 sentences preferred):

Class Objectives required (list at least 3):

Students will learn: (ex. To solve..., to design..., to evaluate..., to create..., to demonstrate..., etc.)

1. _____

2. _____

3. _____

If applicable, select one of the following supply options:

Supply List: _____

Provided by instructor, included in course fee? Supply Fee \$ _____

Provided by instructor, fees collected first day of class? Supply Fee: \$ _____

Supply list provided, students purchase on their own? Estimated Supply cost: \$ _____

Community Programs will Complete the Section Below

Room# _____ 25Live reservation Confirmation #: _____

Registration Fee: \$ _____ + Materials fee: \$ _____ Total Class price: \$ _____

Senior Discount: yes no

Class Notes for Receipt: _____

Instructor Pay Structure: _____

Other Special Notes: _____

CCI Completed: _____ Entered in ActiveNet: _____ Put on CP Website: _____

Changes: _____