Upper Valley Campus
1088 College Avenue
St. Helena, California 94574

NAPA VALLEY COLLEGE
Community Education

Office (707) 967-2900
Fax (707) 967-2909
UVC_StHelena@napavalley.edu

PROPOSAL TO TEACH CLASS / WORKSHOP (Fee Based)

Course Details

Proposed Title: _____
(Title should be attention-grabbing and descriptive of the topic)

Instructor Name: _____

Semester: 20____ ☐Spring ☐Summer ☐Fall # of class sessions: _____ Minimum class size: _____

Proposed length of class: _____ Week(s) # Total course hours: _____ Maximum class size: _____

Preferred Location: ☐Upper Valley Campus ☐Napa Main Campus ☐Other_____

Room Requirements: _____

Special facility or equipment needs: _____

Budget:
Instructor's Anticipated Compensation for the course: $_____

Have you taught this class before: ☐No ☐Yes If yes, where: _____

Will you charge a material fee: ☐No ☐Yes If yes, amount per student: $_____ ☐School to collect ☐Instructor to collect

Do you anticipate using the copy machine: ☐No ☐Yes If yes, a material fee will be required by college.

Will students need to purchase books or supplies: ☐No ☐Yes If yes, estimated cost: $_____

Additional Costs:
Does your course include other additional costs? $_____/per student

Describe: _____

Class Description: Please describe (or attach) the proposed class/workshop description as you would have it appear in the Community Education schedule. **Total number of words 60 to 120 maximum.** (We reserved the right to edit as needed.)

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Course Outline

Indicate what you plan to cover each class and the teaching methodology. Use additional sheets as necessary.

Class/Week #_____

Topic	Methodology *(lecture, hands-on, discussion, etc.)*

Class/Week #_____

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Student Learning Outcomes

Please list the student learning outcomes for your class. Add as many as necessary to describe the outcomes for your class.
Format as: Upon completing the class, the student will be able to:

1.

2.

3.

Marketing

Who is the target audience for this class and what will you do to market it?
Who do you think would be interested in taking this class and why? The instructor is urged to do his/her part to promote their class to ensure healthy enrollments. We encourage online advertisements, posting flyers, and contacting related organizations.

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PROPOSAL TO TEACH CLASS / WORKSHOP (Fee Based)

Instructor Information

Instructor Name: _____ _____ _____
Last *First* *MI*

MailingAddress: _____ _____ ___ _____
Street *City* *St* *Zip*

Home Phone (_____) _____-_____ Cell Phone (_____) _____-_____

Best Contact for Students? (_____) _____-_____ Email: _____
(All instructors are required to have an email address)

Website:_____

Additional Information

1) Please attach your resume or CV.

2) Instructor bio: Describe your education and experience related to the subject matter. This may be in the schedule if space allows. **(100 words maximum)**.

3) Are you employed by another institution of higher learning where you are teaching the same or similar courses?
☐ No ☐ Yes If yes, where and what course(s) are you teaching?

Submit Proposal

Email completed course proposals along with your resume or CV to UVC_StHelena@napavalley.edu. You will receive an email confirming that it was received.

Office Use Only

Received: __ψ_/_ψ__/_____ Forwarded to Instruction: _ψ__/_ψ__/_____

Approved: ☐ Yes ☐ No

Comments: