

MSJC Community Education & Workplace Training

43200 Business Park Drive, Temecula, CA 92592

FOCUS Classes Proposal Form

951-487-3711

Directions: Please provide the following information on the class you would like to teach. In addition to completing this form, please include your resume, a short bio, and a photo.

Send to: Teri Safranek tsafranek@msjc.edu & Sharon Holt sholt@msjc.edu

Deadline to Submit: Oct. 4, 2018

Semester: SPRING 2019 (Feb. 2 - Jun. 27)

Date Submitted: _____

I. Instructor Information

Are you a MSJC Credit or
Non-Credit Instructor?

YES NO

Name _____

Address _____ City _____ State _____ Zip _____

Mailing address (if different)

Address _____ City _____ State _____ Zip _____

Primary Phone _____ Secondary Phone: _____

Email address: _____

(We will do a majority of communication through email correspondence. Please supply an active email account)

Legal Business Name: _____ Tax Payer ID # (TIN) _____

Can students contact you if they have a question? If yes, please provide contact info.

Phone: _____ Email: _____

2. Proposed Class Information

Class Title: _____

Class Description: **Please attach your description of 75 words or less.**

(Tell us why someone would want to take your class, help us sell it!)

Have you taught this class before? YES NO If yes, where? _____

Do you have evaluations you can share with us? YES NO (if yes, please attach)

3. Scheduling

Number of weeks: _____ Days: M T W Th F Sa

Start date: _____ End date: _____

Start time: _____ End time: _____

Min. enrollment: _____ Max enrollment: _____

Total class sessions: _____

Hrs. per class meeting: x _____

Total class hours: _____

Please multiply sessions by meetings

Preferred Location: Please note: Saturdays on the Menifee and San Jacinto campuses are the most flexible for scheduling. Classes held during the week must compete for classrooms with the credit program. (credit classes have priority) Locations are not guaranteed. **Check Academic calendar for Holidays and school closures.**

<input type="checkbox"/> San Jacinto Campus 1499 State St. San Jacinto Classes held <i>Monday thru Saturdays</i> NO FRI or SAT in JUNE	<input type="checkbox"/> Menifee Valley Campus 28327 La Piedra Rd. Menifee Classes held <i>Monday thru Saturdays</i> NO FRI or SAT in JUNE	<input type="checkbox"/> Temecula Education Complex 27447 Enterprise Circle West Temecula Classes held Monday thru Friday NO Fridays in JUNE	<input type="checkbox"/> Temecula Higher Education Center 43200 Business Park Drive Temecula Classes held Monday thru Friday NO Fridays JUNE
<input type="checkbox"/> OFF CAMPUS: Location Address _____			

4. Fees

**NO FEES MAY BE CHARGED OR COLLECTED IN CLASS
 NO SERVICES OR MATERIALS MAY BE SOLD IN CLASS**

Suggested class fee: \$ _____

Material Fees: ***\$ _____ → →

Total Student Fee: \$ _____

***If you are charging a material fee, this form must be accompanied by a **detailed list of items you are providing the student.**
 Material fees cannot be more than the class fee.

Material fees will be added to the class fee. Students will be charged the **Total Student Fee.**

Instructors will receive 45% of the class fee and 100% of the material fees upon receipt of stipend form.

5. Student Textbooks / Supplies

Are students required to purchase a textbook for this class? YES NO

If yes, please supply the following:

Name of textbook: _____

Author: _____

ISBN # _____

Approximate Price: \$ _____

Are students required to bring special equipment or supplies to your class? YES NO

If yes, please list what is required: (ex. Flash drive, CA ID, etc.)

OFFICE USE ONLY

Program Status: **NEW** **CONTINUING**

Orientation Required: **YES** **NO** Mnemonic: _____ Section #: _____

Course Mnemonic: _____ Class Section #: _____

Site: _____ Room: _____