Fee-Based Class Proposal Guide

Community Education classes require Administration and Board of Trustees’ approval prior to being offered. This guide provides suggestions and advice for accurately completing the Community Education Fee-Based Class Proposal.

- **Class Title:**
  Provide a logical, short title for this class. Please limit to 30 characters including spaces.

- **Class Description:**
  Write a brief description highlighting the topics covered. This description will appear in all course publicity (i.e., Spectrum, online, etc.).

- **Reason for Offering the Class:**
  Support your belief that there is community interest in your topic. What groups might be interested or served by the class? Who could benefit from participating in the class? What economic or social trends exist to support a need for information on this topic?

- **Class Goals:**
  List 2-4 goals that students will achieve by taking the course. Use language such as, students will be able “to understand the basic elements of,” “know the uses of,” or “recognize the value of.”

  - **Example:** To encourage and enable students to understand the basic elements of bread-making.

- **Class Objectives:**
  Objectives are the way the goals are accomplished. Specifically state the skills, abilities, or knowledge students should be able to perform, demonstrate, or apply after taking the class. Use language such as, students will be able “to write,” “to solve,” “to design,” “to evaluate,” etc. Avoid vague terms such as to really understand, to know, to believe, to enjoy, etc.

  - **Example:** Students will demonstrate the ability to explain the function of the basic ingredients of yeast breads.

- **Methods of Instruction:**
  Specify the teaching techniques which will work best to assist participants in learning the material. Consider lecture, discussion, role-play, class demonstrations, etc.

- **Methods of Evaluation:**
  Give the methods which best assess how well the participants have learned the class material (essay and/or objective examinations, written analyses, demonstrations of skills, presentation of finished projects, etc.).

- **Materials, Supplies, and Equipment:**
  List all resources needed to offer the class such as texts, audio visual tapes, instructor-developed handouts, or perishable supplies. Be specific where possible, listing titles and sources of materials. Materials fees are collected at time of registration.

Submit Form:

<table>
<thead>
<tr>
<th>E-MAIL</th>
<th><a href="mailto:ehealy@hancockcollege.edu">ehealy@hancockcollege.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX</td>
<td>805-352-1046</td>
</tr>
<tr>
<td>MAIL or DROP-OFF</td>
<td>800 S. College Drive, Bldg. S, Santa Maria, CA 93454</td>
</tr>
</tbody>
</table>
Community Education Fee-Based Class Proposal

Instructor’s Name: ____________________________________________________________

Address: ____________________________________________________________________

Home Phone: ___________________________ Work Phone: _______________________

Cell Phone: ___________________________ E-mail: ___________________________

Occasionally students have questions regarding class(es). If you would like us to release your phone
number and/or email address, please specify: _________________________________

Proposed Class Title (limit to 30 characters including spaces): __________________________

Target Audience: ____________________________________________________________________

Age Range (College for Kids class only): __________________________

Length of Class (range): ________ Hours per Week ________ Number of Weeks ________

Describe Facilities and Equipment Needs. Consider class size, specific equipment, open area or platform
needs, type of furniture, etc. ____________________________________________________________________

Class Size: 10 Minimum number of students Maximum number of students

Proposed Student Fee: (Consider class size, hours of instruction, competitive rate for similar classes, etc.)

*Student Fee: $__________ Hourly rate this fee is based on: $__________ the standard rate is $6/hr.

Will you charge a materials fee? Yes No How much $__________

** Use attached form to itemize a list of costs that constitute the total materials fee**

Course Approval: Yes No Dean’s Signature & Date: __________________________

Semester: _________________ Room/Facility Assigned: __________________________

Student Fee Agreed Upon: $__________ Fee Per Hour of Instruction: $__________

Instructor Payment/Split: _________________ CRN: __________ Prefix & No.: __________

Budget Code: __________________________
1. Class Description (*This description will appear in the printed and online schedule*):

2. Reason for Offering the Class:

3. Class Goals: (List 2 - 4 goals)
   
   To encourage and enable students to
   

4. Class Objectives: (List at least 3 objectives)
   
   Students will learn
   

5. Methods of Instruction:

6. Methods of Evaluation:

7. Materials, Supplies, and Equipment (a materials list must be included—see p. 5):

8. Comments / Notes (*include any information you would like included in the notes section of the printed and online schedule*):
Fee-Based Class Instructional Material Fees Form

Instructor:  
Please Print    Last Name    First

Class Title:  

Email:  

Phone:  

List alternate phone number if available

Important: Please save your receipts for reimbursement at the end of the class session. A request for reimbursement cannot exceed the materials fees collected.

<table>
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<tr>
<th>Item</th>
<th>Item Description</th>
<th>Cost per item</th>
<th>Quantity</th>
<th>Total per student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rod</td>
<td>Wood rods for kite construction</td>
<td>.75</td>
<td>2</td>
<td>$1.50</td>
</tr>
<tr>
<td>Plastic</td>
<td>Plastic 18&quot; square and 3' x 3&quot; plastic tail – kite body</td>
<td>.75</td>
<td>2</td>
<td>$1.50</td>
</tr>
<tr>
<td>String</td>
<td>75' of string for kite</td>
<td>1.00</td>
<td>1</td>
<td>$1.00</td>
</tr>
<tr>
<td>Glue</td>
<td>1 large .32 oz. glue bottle</td>
<td>.15</td>
<td>1</td>
<td>.15</td>
</tr>
<tr>
<td>Spool</td>
<td>Spool for string</td>
<td>.75</td>
<td>1</td>
<td>.75</td>
</tr>
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Total materials fee to charge each student  

If you need additional space for items, use the back side of this form.

Example

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Total materials fee to charge each student  

$5.00

Additional note:

I certify the itemized list above represents purchases made for legal community college district purposes only.

Instructor Signature    Date

For Community Education Office Use Only

Date Received  Budget Code
Coordinator, Community Ed.  Community Ed. Tech. III
Guidelines for Fee-Based Community Education Instructors

Instructor’s Name: ____________________________________________________________

Name of Class: ______________________________________________________________

State regulations and district policies require that all instructional materials for which a fee is charged to students adhere to the following guidelines:

- Fees cannot be charged to students until they are approved by the Community Education Dean and noted in the Spectrum schedule of classes.

- Instructors will provide a copy of all materials (i.e., books, audio tapes, handouts, etc.) sold to students in conjunction with fee-based class(es). These copies will remain on file with Community Education.

- Materials must be sold at the instructor’s cost or below; a small processing fee is permissible.

- If materials are available elsewhere, students are permitted to purchase items wherever he/she chooses.

- Materials cannot have the Allan Hancock College logo or name on them without prior permission of the Community Education Dean and the Director of Public Affairs & Information.

- Instructors will not endorse products or instructional materials to students for profit, or when an instructor has no knowledge of or direct experience with the product.

- Instructors will exercise discretion and restraint with respect to activities or statements in the classroom that may be construed as an attempt to market services or products for personal gain.

- Exaggerated or unsubstantiated claims about what the student may be able to accomplish, earn, achieve, or how the course may impact the student’s career or personal life as a result of taking a class, should be avoided.

- Certificates awarded to students in conjunction with a fee-based course, require prior approval of the Community Education Dean.

If you have any questions regarding these guidelines, please do not hesitate to contact Community Education. Adhering to these guidelines is required of our fee-based instructors and allow for a continued focus on the quality, integrity, and educational goals of our Community Education courses.

Please sign and return to Community Education

I certify that I have read and understand the Guidelines for Fee-Based Community Education Instructors.

Signature: ________________________________ Date: __________________________