



COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

Information for Prospective Instructors

Thank you for your interest in teaching a new Community Education class/workshop at MiraCosta College! Through its Community Education Department, MiraCosta College offers fee-funded classes designed to meet the personal interest and professional development needs of community members. These classes are not eligible to be offered as credit or non-credit classes supported by state funding. Although Community Education instructors do not need to meet the academic criteria required to teach credit or non-credit classes, evidence of competence in the subject of a proposed offering is required and teaching experience is preferred.

Please review the following information before submitting your proposal packet to be certain that you have done everything you can to increase the possibility that your proposal(s) will be selected. If you are unsure about whether we have a need for the class you are proposing, please don't hesitate to email Sharon Gaitan the class name and a paragraph about the class prior to submitting a proposal form. After reading the information on this page, if you have further questions about the course acceptance process, please contact us via email at sgaitan@miracosta.edu.

Possible Hire Restrictions:

Community Education instructors will be hired as part-time temporary classified staff employees. Exceptions are reviewed on a case-by-case basis, but only if s/he has a business with a tax ID number. Please be aware that we are unable to hire anyone who:

- ✓ **Is a retired STRS employee**

If you are hired, you will have to submit TB test results. If you will be working with children, Live Scan fingerprinting will be required (we do not share information with other organizations). Finally, you will have to come, in person, to HR to complete your I-9 form, showing two **original** forms of ID. We will need a copy of your social security card for payroll, so we recommend that you use it as one of your forms of ID.

1. **Proposal Submission**

Potential instructors are asked to submit an outline of their proposal indicating the objectives and instructional procedure to be followed. A new course proposal form is provided by the Community Education Office for this purpose. If the Community Education staff determines the class is appropriate for the department, a meeting will be scheduled with the potential instructor to discuss the proposal.

To have a class or workshop considered, please submit the following:

- ✓ **Proposal form (one for EACH class you are proposing)**
- ✓ **Your general resume**

Please submit your course proposals by:

- For Fall 2018 courses – **May 4th, 2018**
- For Spring 2019 – **August 27, 2019**
- For Summer 2019 – **February 1st, 2019**

Please note: We are not looking for courses that we currently offer.

Other courses we do not need are: Public Speaking, Financials, Self-Improvement or Life course.

Course format: Community Education courses are formatted to be user-friendly to the general public. They tend to be different from traditional education in:

- Cost: Most people are more willing to spend smaller fees for several segments of a course rather than paying a larger, one-time fee.
- Time-Commitment: Many courses tend to be shorter, meet less often and have more flexibility to accommodate busy schedules. Most adults are unable to commit to long-term, frequently met courses and seem to be more willing to explore new interest that do not make big demands on time.

We prefer to have this packet filled out “digitally” and e-mailed to sgaitan@miracosta.edu. If you do not have email, please send your packet to:

**MiraCosta College Community Education & Workforce Development Attn:
Sharon Gaitan
Technology Career Institute
2075 Las Palmas Dr.
Carlsbad, CA 92011**

Instructions on filling out the form:

- Please be as detailed as possible.
- Fill out **all** fields.
- You may write “none” or “n/a” if it does not apply to you.
- Fill out the forms so that they are complete, detailed, and legible. Be sure your proposed class meets the following requirements:
 - A. The subject and content is appropriate for a community college.
 - B. It is determined that there is a need in the community and a sufficient number of students will take the class
 - C. The class doesn’t compete with current credit or Community Education classes. We recommend that you take a look at our current credit and Community Education bulletins to determine any potential conflicts.
 - D. You may read over the current list of courses that we are looking for to get an idea.

Dates and Times of class selected:

- E. Classes are normally scheduled on weekdays in the evening or on a Saturday morning. Please refer to our old Community Education class bulletin online (pdf) so that you have a general idea of the days and times we normally schedule classes.
- F. Comm. Education office hours of operation: Mon.-Thurs. 9am-5pm, Fri. 9am-4pm.
- G. Classes may be held offsite if we find needed. Classes offsite means it is not held at MiraCosta College Campuses (San Elijo, TCI, Oceanside).
- H. **Fall 2018 courses** can be held between can be held **between September 4th to December 10th, 2018. Do not schedule classes on 11/12/18, 11/22/18-11/25/18** and avoid Sundays unless your class are being held offsite and we have approval from the facilities. If your class is held offsite and you would like your class to go to beyond December 10th, please note the dates on your proposal form (only offsite classes can go beyond December 10th, with approval from the facilities). Holiday closure starts 12/21.
- I. **Spring 2019** can be held **between February 1st to May 18th, 2019. Do not schedule classes on 2/15/19-2/18/19, 3/22/19-3/23/19**, and avoid Sundays unless your class are being held offsite and

we have approval from the facilities. If your class is held offsite and you would like your class to go to the end of May 2019, please note the dates on your proposal form (only offsite classes can go beyond May 18th, 2019, with approval from the facilities).

- J. **Summer 2019** courses are normally held between June 1st to mid August. Specific dates are to be determined. Summer Holiday closure is July 4th.
- K. Classes cannot exceed 8 weeks long.

2. **The Process**

If you provide an email address on your application, we will notify you that your packet has been received. We review proposals on a semester basis. Our approval process includes many steps:

- The first step is our initial review within our office. If we are interested in the course, we will call you in for an interview.
- If we determine we would like to proceed, we will contact references.
- The third step is an internal review by chairs and deans. Once your course is approved at this level, we book rooms and send you an email request for tentative confirmation
- If they do not see any conflicts with credit courses, we submit the proposal to the Board. At this point, we will issue contracts to all approved instructors.
- If the student minimum is not met, we will have to cancel your class. We cannot guarantee any class, but will try and give you updates and enough notice to prepare for this possibility.

Please keep in mind that our deadlines for printing the Community Education Bulletin varies semester to semester, and it is often several months between when a class proposal is submitted and when it is actually offered. Spring semester runs February-May; summer semester from June-August; and fall semester from September-December.

3. **Salary Examples**

Pay can vary greatly based on level of expertise and training required, type of course and more. Generally, pay rates for instruction will be per class. You will need to discuss pay with the Director, Community Education.

We offer two ways for instructors to get paid: hourly or by percentage. Our percentage is typically 35% of the class cost for new instructors. Therefore, if the class costs \$90, the percentage would be \$31.50/student. Obviously the more students a person gets, the more s/he gets paid. At the minimum of 10 students, the instructor makes \$315 total. With a percentage salary, instructors have the flexibility to run the course even if the enrollments falls below the minimum of 10 students. This is a good way to start a new course and develop a following each of returning students each semester. Hourly is typically about \$20-\$45 depending on the course and expertise, with the assumption of 10 students in the class.

The purpose of our department is to offer affordable education to our community. Therefore, it is important to realize:

- You cannot use our courses as an opportunity to sell your business or a product.
- We cannot offer courses at high costs. Teaching for our department should never be looked at as a full-time job.

Feel free to email or call us if you have any questions.

Again, thank you for your interest.

