



Merced College Community Services Instructor Proposal Form

Suggested for: ____ Fall ____ Spring ____ Summer

PROPOSED TITLE:		
INSTRUCTOR(S) NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	CELL PHONE:	
WORK PHONE:	FAX #:	
EMAIL ADDRESS:		

INSTRUCTOR BIOGRAPHY/QUALIFICATIONS:

HOURS (proposed)	Hrs per session: ____ No. of sessions: ____ Total hrs: ____ Meeting time: From ____ to ____ AM PM Day(s) of week: __ S __ M __ T __ W __ Th __ F __ Sa
DESCRIPTION (as it would appear in the catalog)	
NUMBER OF STUDENTS	Maximum #: ____ Minimum #: ____
EXPECTED OUTCOMES/OBJECTIVES FOR STUDENTS: (i.e. make a stain glass window, demonstrate the basic skills of baby sitting, play an 18 hole golf course, etc.)	After participating in this offering, students will be able to...
PREFERRED LOCATION:	____ Merced ____ Los Banos Other: _____

OUTLINE: List activities, what will be covered, method of instruction (lecture, demo, field trip, guest presenters, activities, etc.).	Session 1:
	Session 2:
	Session 3:
	Session 4:
	Session 5:
	Session 6:
	Session 7:
	Session 8:
DUPLICATION REQUIRED:	___ Yes ___ No If yes, how many sheets per students? _____
AUDIO VISUAL REQUIRED:	
MATERIAL FEE?	___ Yes ___ No If yes, how much per student? \$ _____
STUDENTS REQUIREMENT(S)	Will students need to purchase books/supplies? ___ Yes ___ No If yes, please list and give estimate of cost and where supplies may be purchased... \$ _____
ROOM REQUIREMENT(S) (if any)	
HAVE YOU TAUGHT THIS OFFERING BEFORE?	___ Yes ___ No If so, where? _____
WHAT WILL YOU DO TO MARKET YOUR OFFERING? (we are willing to create a flyer for you to distribute – please indicate if interested)	

Thank you for your interest in the Merced College Community Services program. If we wish to consider your proposal, we will call you to discuss dates and details. If we decide the proposal does not meet our current needs, then you will receive a notice by mail. Fall classes begin in July and end mid-December. Spring classes begin in January and continue through June.

Contact Information:

Lupe Ramirez
Merced College Community Services
3600 M Street, Stop 57
Merced, CA 95348
(209) 386 – 6737
Maria.ramirez2750@mccd.edu