



## How to Become a Community Education Instructor

Please fill out the attached forms and submit back to us via email at [pottsd@vvc.edu](mailto:pottsd@vvc.edu) or drop off at building #52 Window #7, you may also fax in to our department at (760) 843-7707.

The Community Education Department offers an opportunity for those in the community, who would like to share their knowledge in a hobby, skill or profession. You do not need a degree to take part in this program. All interviews are done in person with the coordinator who will determine if your idea is a workshop that the department would like to conduct.

The Community Education Department will supply you with a room and any audio or video equipment you might need to conduct your class. Pay to you will be 40% of enrollment which we do all enrollment in our office. You do become a part-time Community Education Employee of Victor Valley College and Fingerprinting is required, which is free.

### **You must decide the following for your workshop:**

1. **Title** – Make it an interesting topic
2. **Description** – 75 words or less informing what workshop is about.
3. **Dates** – Start and end date of workshop (see attached 2010 academic calendar) weekends included.
4. **Time** – Any time is fine based on your availability
5. **Registration Fee to students** – Must be a minimum of \$20 and up.
6. **Material Fee to students** – Must no exceed the registration fee

If you would like to conduct a workshop, you must fill out and submit all attached paperwork and be cleared before you can begin. If we see that the workshop is a class that our department would like to hold, you will be contacted by our office.

Thanks,

Debbie Potts  
Coordinator of Community/Contract Education  
(760) 245-4271 Ext. 2102



*(Print multiple copies if offering more than one workshop at a time)*

Course Title \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORKSHOP PRESENTER'S BIOGRAPHICAL SKETCH**  
*(Okay to attach resume or syllabus – fill out only once)*

Presenter Name/Biographical Sketch: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNING THIS FORM DOES NOT CONSTITUTE AN AGREEMENT TO TEACH.  
IT IS USED TO DETERMINED ELIGIBILITY AND NEED.  
IF SELECTED TO PRESENT, YOU WILL BE NOTIFIED**

Workshop Presenter's Signature

Date

**PROPOSAL FILL-IN ASSIGNMENT SHEET**

*(Fill out one proposal per workshop title)*

Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_

Year: 20\_\_\_\_\_

**Instructor/Contact:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
(if any)

**Workshop Title:** \_\_\_\_\_

**Dates of class(s)** – Each section will be another class day being offered

\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_ ; \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_ ; \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_ ; \_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_  
(example: start - Month/day (-) end - Month/day) = 1<sup>st</sup> section

**Days:** M T W TH F S SU (*circle choice*)

**Time:** \_\_\_\_\_ am \_\_\_\_\_ am \_\_\_\_\_ pm \_\_\_\_\_ pm  
\_\_\_\_\_ am \_\_\_\_\_ pm

**Fee \$:** \_\_\_\_\_ **Materials \$:** \_\_\_\_\_ Cost includes material fee \_\_\_\_ yes \_\_\_\_ no

**Instructor Email:** \_\_\_\_\_ @ \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**D.O.B.** \_\_\_\_/\_\_\_\_/\_\_\_\_

**SS#:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructor Phone:** \_\_\_\_\_

Short-Term Agreement \_\_\_\_ Contract Agreement \_\_\_\_

**Equipment:**

Overhead Projector \_\_\_\_\_  
Data Projector \_\_\_\_\_  
Screen \_\_\_\_\_  
TV/VCR/DVD \_\_\_\_\_

<b>FBAS -</b>	-
<b>FBAS -</b>	-
<b>FBAS -</b>	-
<b>FBAS -</b>	-
<b>Office use:</b>	

**Comments:** \_\_\_\_\_