



WEST HILLS COLLEGE COALINGA

WEST HILLS COLLEGE COALINGA CONTINUING AND COMMUNITY EDUCATION COURSE PROPOSAL

(Print or type & fill out completely. Do not write "see attached." Incomplete forms will not be considered).

Instructor Hiring Information

Name: _____

Are you currently an employee of West Hills College? No ___ Yes ___ Class. ___ Fac. ___ Mgt. ___

Have you worked for West Hills College within the last year? No ___ Yes ___

Course Information

Proposed Course Title:

Have you taught a similar course before? Yes ___ No ___

If yes, when and for whom? _____

Proposed	Dates of Meetings	Day	Start Time	End Time	
Session 1	_____	_____	_____	_____	_____
Session 2	_____	_____	_____	_____	_____

Do you require a special type of classroom or equipment? Yes ___ No ___

Explain (e.g., shop area, large tables, internet access, overhead projector) _____

Minimum age to attend your class (i.e. 14-18, 16-18, etc) _____

Class size limits: Minimum _____ Maximum _____

Course description (50-60 words, see information sheet). *This is how your description will appear in our Web page schedule, although it is subject to editing by Community Education staff.*

<i>For internal use only</i>						
<i>Reviewed by CE Staff</i>	<i>Date</i>	<i>Accepted</i>	<i>Not-Accepted</i>	<i>Instructor Contacted</i>	<i>If Accepted, Confirmed w/Instr</i>	<i>Entered in Lumens</i>

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Community Education

SETTING COURSE FEES

Use the worksheet below to help you determine an appropriate course fee for your program.

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WHCL Mission