



School of Extended and International Education  
 1801 E. Cotati Ave., Rohnert Park, CA 94928  
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 707.664.2645 | www.sonoma.edu/exed/excel



# COURSE PROPOSAL FORM

## SUMMER 2016

COMPLETE this form and type or print clearly. Please provide all supporting materials.

### SCHEDULING INFORMATION

Please circle the appropriate session and time. Indicate your #1 and #2 choice and if you are flexible.

#### ONE WEEK CLASSES

##### Session 1 (June 13–17)

AM 9am-noon

PM 1-4pm

##### Session 2 (June 20–24)

AM 9am-noon

PM 1-4pm

##### Session 3 (July 11–15)

AM 9am-noon

PM 1-4pm

##### Session 4 (July 18–22)

AM 9am-noon

PM 1-4pm

#### ALL DAY CLASSES (9am–4pm w/1 hr lunch break) – LIMITED

Week of June 27–July 1

Week of July 25–29

Please indicate the appropriate grade level:

**GRADES:**

4-6

5-8 (ONLY suitable for certain classes)

6-8

Other grades: \_\_\_\_\_

### INSTRUCTOR DATA

Name: \_\_\_\_\_ Repeat faculty Employee ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ New faculty Last 4 Digits SSN#: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

### COURSE INFORMATION NEW REPEAT

Course Title (snappy titles, feel free to list a few options): \_\_\_\_\_

- Please **attach** a fabulous course description – two paragraphs describing your course in appealing, inviting action words, suitable for enticing your potential students and parents to sign up. Every description should also be factually complete and accurate, include solid course information, and run about 100 words in length. (Less than 100 is not enough, more than 200 too long.)
- Please attach a **day-by-day outline** of your course content.
- Please attach a brief **biographical sketch** (one paragraph) of instructor(s), including present employment (emphasize experience related to the course and work with children).
- Please attach your current **resume**.

If your class is not limited by space or equipment (e.g. computers), you will be expected to teach up to 18 students.

If you are willing to take over 18 students please check this box  What is your maximum enrollment? \_\_\_\_\_

**Please note that “drops” often occur at the last moment. Minimum enrollment is usually 10. Maximum is generally 25.**

## ROOM REQUESTS

Your room is assigned to you during class hours only. Other instructors will be using your room when you are not in it. If you will need more than one hour before class begins to set up your room, contact the program coordinator.

Do you have a special request? Building: \_\_\_\_\_ Room# \_\_\_\_\_

Please indicate any special needs such as:

- Desks       Stage       Sinks       Tables/Chairs       Closet/Storage Space       Whiteboards  
 A room designed for art supplies       Other \_\_\_\_\_

## AUDIO VISUAL EQUIPMENT

### TV with VCR/DVD (TV Cart)

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

### Digital Camera(s) \_\_\_\_\_

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

### Data Projector with VCR/DVD (DP Combo)

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

### Tripods(s) \_\_\_\_\_

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

### Data Projector with VGA cable (i.e. laptop cable)

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

### Computer with Data Projector (MAC Cart)

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

### Data Projector with DVD, Laptop Cable, and Speakers (ROVER)

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

**Please note: We cannot promise unlimited use of audio-visual equipment.**

## COMPUTER USAGE

**NEW: Limited amount of Chromebooks available to borrow on a daily basis.**

**All instructors using a Computer Lab may contact the IT Department at SSU by calling 707-664-4357 or by email at [helpdesk@sonoma.edu](mailto:helpdesk@sonoma.edu).**

If applicable, please select which computer platform you prefer:

- Dual Boot Macs (Windows 7 Enterprise and Mac OS X (Mountain Lion 10.8.5))  
 iMacs (Mac only)       Dells (Windows only)       Chromebooks

**To view the list of available software installed in our computer labs visit <http://www.sonoma.edu/it/students/labs.html> for details.**

Software Needed: (if not listed at the above website please cite name and version number) \_\_\_\_\_

**Please check one:**

- I will need to use the Computer Lab for all class meetings.  
 I will need to use the Computer Lab for some class meetings. Please list number of class meetings and dates to be held in the lab.

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_

## BUDGET

**MATERIALS FEE:** The EXCEL materials budget per student for a one-week class is \$15. Some classes spend more, some less. You must supply all materials and supplies (even pencils and paper) that you will need to teach your class. However, some materials may be available, please contact the program coordinator.

What is the materials fee per student: \_\_\_\_\_  Please attach an itemized **materials list**.

Some classes require a set fee regardless of the class size, if your class is one of those, what is your total cost per class: \_\_\_\_\_

**DUPLICATION:** I will need to have photocopies made  Yes  No      What is the number of copies per student? \_\_\_\_\_

Please note there is a limit of **20** copies per student and that materials must be submitted to Extended Education at least one (1) week prior to the class start date. Should you require more than 20 copies per student your course fee may be adjusted. **YOU CANNOT HAVE MATERIALS PHOTOCOPIED AT THE LAST MINUTE.**

**GUEST LECTURERS (if applicable):** An honorarium of \$75 is available for each requested lecturer and is added to the course fee.

Name: \_\_\_\_\_ SS# \_\_\_\_\_ Date(s): \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Citt/State/Zip: \_\_\_\_\_

**TEACHING ASSISTANT:** If your class warrants a paid assistant we can pay an honorarium of \$100 (per 15 hour class). This cost will be added to your course fee. The teaching assistant you select must submit a letter of recommendation and resume for Extended Education to keep on file. To better serve students, we request that your teaching assistant have some experience working with children. We also will assign a high-school teaching assistant(s) who are willing to **volunteer** for community service credit.

Name: \_\_\_\_\_ SS# \_\_\_\_\_ Date(s): \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Citt/State/Zip: \_\_\_\_\_

**I would like a high school volunteer to assist if available.**     Yes     More than one? \_\_\_\_\_     No

**FIELD TRIPS:** Please supply us with a clear map to the site and the following:

Site: \_\_\_\_\_ Dates: \_\_\_\_\_  
Approx. distance from campus: \_\_\_\_\_ Admission Fee (if any): \$ \_\_\_\_\_

*You are expected to make your own reservations, please call your site now to confirm available dates.*

**FIELD TRIP TRANSPORTATION: Parents must be cleared by SSU public safety. Field trip paperwork is provided by EXCEL staff members upon request.**

## NOTICE

Class fees are based on salary and materials projections; all course expenses require prior approval by Extended Education to qualify for reimbursement. All receipts **MUST BE ORIGINALS** with name, address and social security number attached. Reimbursement will not be made prior to your first class meeting. We do not use purchase orders, but some vendors will bill us. Receipts are due by the last class meeting with receipt cover sheet attached.

**CLASSROOM SAFETY. Please initial that you agree with the following:** \_\_\_\_\_

All materials used with students must be handled safely and be non-toxic. Please try not to use spray cans unless mandatory. If mandatory, spray cans must be used outdoors and be CFC safe. Where appropriate, you will instruct students on proper and safe use of equipment (e.g. xactoblades).

## SUPPORTING MATERIALS

THE FOLLOWING 5 ITEMS **MUST BE SUBMITTED** FOR THIS FORM TO BE COMPLETE.

- Instructor resume (list teaching experiences and references)
- Brief biography (1 paragraph)
- Class description (1-2 paragraphs)
- Materials List
- Course content (day-by-day activities)

If my course is accepted, I agree to uphold the discipline standards and to participate in the teacher/student supervision as required by the EXCEL program policy. I agree to attend any required meetings and/or functions in relationship to this course.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Please make a copy of this proposal for your records.