
PASADENA CITY COLLEGE
PCC Extension
1570 E. Colorado Blvd., Room D108
Pasadena, CA 91106



(626) 585-7608 Main
(626) 796-5204 Fax

New Course Proposal Packet

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PROCEDURES FOR NEW COURSE PROPOSAL AND APPLICATION FORMS

PCC Extension has established a process to evaluate new course proposals. Please follow the procedures as listed below to assist us in expediting your request. **NOTE: Due to the extreme volume of proposals received, please understand that you will be contacted ONLY if a potential fit exists between department needs and the submitted course.** Your understanding is appreciated.

New Course Proposal Form

1. Type or print clearly.
2. You may provide additional information on separate sheets or include attachments.

Brief Description

The description should have a “benefit-gained” focus, explaining why someone should take this course. PCC Extension reserves the right to edit descriptions.

Brief Topical Outline

List all topics to be covered. For more details or a complete outline, use a separate sheet.

Biographical Data

A brief biography is printed in the catalog. This data is also considered in the evaluation process. Degrees are not printed or included on the website. PCC Extension reserves the right to edit biographical data.

Your Preference

Your preferences will be taken into consideration in establishing the class. *PCC Extension reserves the right to set class maximums and minimums; and establish class fees.*

Possible Expenses

Instructors are hired as Independent Contractors. Therefore, all materials and expenses for an PCC Extension course are the responsibility of the instructor. *A reasonable materials fee may be requested of students. COPIES OF ALL MATERIALS DISSEMINATED TO STUDENTS MUST BE SUBMITTED TO THE PCC EXTENSION OFFICE TO BE MAINTAINED IN FILE.*

Pay Rate

The hourly rate for presenting an PCC Extension course at PCC is \$25.00.

Instructor Application Form

Fill out the application legibly and completely. If hired, this information is necessary for employment as an Independent Contractor through PCC Extension at Pasadena City College. Instructors are hired on a session-by-session basis.

All submitters will be contacted regarding their proposals in due time. Due to the high volume of proposals received, it could be several weeks before you receive a response.

If you have any questions, please call our office at (626) 585-7608 from 8:30 a.m. to 4:30 p.m. Monday through Friday. We look forward to your participation.

New Course Proposal

Pasadena City College ■ PCC Extension
1570 E. Colorado Blvd. ■ Pasadena, CA 91106-2003
(626) 585-7608

Name _____ Home Phone () _____

Address _____ Bus. Phone () _____

City, Zip _____ Cell Phone () _____

Email Address _____ (Soc. Sec. No. required upon course acceptance)

If this class has been taught before, indicate where _____ and dates _____

Program Title: _____

Prerequisites: _____

Brief Description: (100 words maximum)

Brief Topical Outline: (if program continues more than one day, please list material to be covered on each day; Day 1, Day 2, etc.)

Biographical Data: A brief paragraph about you, especially as it relates to program topic.

Your Preference

Day(s) of Week (circle): Mon Tue Wed Thu Fri Sat Sun

Start Time of Day, Night _____

Hrs. per Session _____ No. of Sessions _____

Starting Date _____ Month _____

Maximum student enrollment (*may not be less than 20*) _____

Preferred minimum student enrollment _____

(Actual student minimums determined by PCC Extension)

Equipment Needed

The equipment below can be requested for your use (available on a limited basis). Please indicate equipment requirements (if any).

- VCR/Monitor Overhead Projector Slide Projector
- DVD/Monitor Will provide own equipment

Note: At present, digital projectors are not available.

Room Requirements

- Standard classroom with desks Room with tables and chairs
- Other: _____

Possible Expenses

All materials and expenses are the responsibility of the instructor. A *reasonable* materials fee, to be collected by the instructor, may be requested of students.

Materials Fee: \$ _____ to cover the following:

Handouts (number of pages): _____

Supplies (list items): _____

Book(s):

Title: _____

Author: _____

ISBN: _____

Other: _____

Instructor Application

Pasadena City College ■ PCC Extension
 1570 E. Colorado Blvd. ■ Pasadena, CA 91106-2003
 (626) 585-7608

Last Name _____ First Name _____ M.I. _____

Business Address _____ City & State _____ Zip _____

Home Address _____ City & State _____ Zip _____

Phones: Business () _____ Home () _____ Cell () _____ Fax () _____

Email _____ (Soc. Sec. No. required upon course acceptance)

Record of Employment

(Please list most recent first)

Indicate Full (F) or Part-Time (P) with letter

From Mo./Yr.	To Mo./Yr.	Name of Organization	Address	Position	F/P	Phone	Supervisor

Academic Preparation: High School Attended _____ City _____ State _____

Name of Accredited Academic Institution (Beyond High School)	City and State	Majors/Minors	Dates of Attendance		Degree	Year Granted
			From Mo./Yr.	To Mo./Yr.		

Note: Degrees are not be listed in our schedule.

I, the undersigned, understand that completing this form does not imply that employment is imminent with Pasadena Area Community College District, it merely indicates that I have an interest in teaching in the PCC Extension Fee Program. I further understand that a presenter in PCC Extension Fee Classes is not part of the classified service (Education Code 88003) and is not guaranteed employment. PCC Extension Fee Classes are subject to cancellation for lack of sufficient enrollment or other reasons as determined by the District. Notice of class cancellation may be given verbally.

Signature _____ **Date** _____