



ANTELOPE VALLEY COLLEGE
Corporate & Community Services
3041 West Avenue K – OF1 101
Lancaster, CA 93536-5426

Phone: (661) 722-6300, ext. 6584 • Fax: (661) 722-6583

INSTRUCTOR INFORMATION FLYER

Thank you for expressing an interest in teaching a Corporate & Community Services course at Antelope Valley College. Community Services offers a wide spectrum of courses for personal and professional development, cultural enrichment, and recreational activities for all age groups within the community. All classes are non-credit, not-for-credit. There are no transcripts or grades. The following information is intended to assist you in preparing and submitting Community Services Course proposals.

These short-term courses are generally from one to six sessions in length, one to eight hours per session. They are typically scheduled in the evenings and on weekends at the Lancaster campus; and weekdays, between 12:30 p.m. and 4:30 p.m. at the Palmdale campus.

The Community Services program is fully supported by course fees. No state education funds are received; therefore course fee and enrollment requirements must be met. Instructors are requested to recommend course costs and class size. The minimum registration fee allowable is \$20 per student per class. However, the Community Services Office (C&CS) makes the final determination based upon availability of classroom resources and knowledge of the community served. Class size is typically from 10 to 30 students. **Minimum class size is set by the instructor.** The C&CS staff makes the determination as to whether or not the class will run or be cancelled if the registrations are below the minimum.

Instructor compensation is based upon 45% of the receipts from the actual number of students present in the classroom. Course materials may be offered for sale at the class, payable to the instructor, in cash or money order. Material fees are separate from the course registration fees that are collected by the office.

Each new course will be offered on a trial basis. If the course is successful, it may be offered again in subsequent semesters. The instructor that proposed the new course will have the first right of refusal to teach that course thereafter. C&CS produces an on-line Schedule of Classes each semester and advertises the program via the local media. **Instructors must share in the responsibility of marketing their course(s) by direct contact with their target audience.** Instructors may also produce flyers that must be approved by C&CS prior to distribution.

PROSPECTIVE INSTRUCTORS – Please complete and return the following forms to Community Services:

- **Instructor Information Form:** Completed by new instructors. Include a résumé, a one-paragraph bio, and a narrative course description.
- **Course Information Form:** Submit one form for each course you wish to teach. Proposed courses are subject to approval. Include a paragraph course description as well as a short bio. Provide a breakdown and examples of the materials when submitting the proposal.

The prospective instructor will be notified in writing as to the status of each course. Approved courses may or may not be scheduled during the upcoming semester, depending on room availability and other factors.

ALL RETURNING INSTRUCTORS - Please inform the office of any changes to the course or your contact information.

If you have any questions, please contact the Corporate & Community Services Office.

5/27/2017

ANTELOPE VALLEY COLLEGE COMMUNITY SERVICES PROGRAM

Course & Instructor Information Form

Course Number		Course Title	
Number of Meetings	Total Hours	Course Fee	Material Fee
		Class Size	
TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT			
Target Audience		Type of Courses	
PROVIDE A DETAILED COURSE DESCRIPTION			
Please attach a document that includes the items in the next box.			
If the course description is already on file, do not submit unless you are updating information.			
FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN			

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Health & Science Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
	Class Room			Special Layout	Diagram
	Class Room With Open Space				
FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS					
(x)	Type of Equipment	Description or Specifications			
	Computer/Software				
	Projector/Screen				
	Sound Equipment				
	Television/VCR				
	Other (Describe)				

Instructor Name or Contact	Organization	E-mail	
	Antelope Valley College		
Mailing Address		City	State
			Zip Code
Phone Number	Fax Number	Alternate Phone Number	

RELATED EDUCATION (Use Additional Sheet if Necessary)	
Institution	Degree, Certificate, or License

RELATED EXPERIENCE	
Institution	Work Performed (Paid or Voluntary)

INSTRUCTIONAL REFERENCES – WITHIN PAST TWO YEARS			
Institution	City/State	Contact Name	Phone Number

Date: _____ Instructor or Contractor Signature: _____