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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.

ANTELOPE VALLEY COLLEGE COMMUNITY SERVICES PROGRAM

Course & Instructor Information Form

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.		• Target Audience			
		• Pre-Requisites			
		• Detailed Course Outline			
		• Text or Materials Required			
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 INFORMATION					
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:			

5/25/2018