



ANTELOPE VALLEY COLLEGE
Corporate & Community Services

3041 West Avenue K – SSV 126
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 at 10 students.** 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 Community Services Office.

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Instructor Name or Contact	Organization	e-mail
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Mailing Address	City	State	Zip Code
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Phone Number	Fax Number	Cell Number
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Course Number	Course Title
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Number of Meetings	Total Hours	Course Fee	Material Fee	Class Size
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<p>PROVIDE A DETAILED COURSE DESCRIPTION</p> <p>Please attach a document that includes the items listed below. If the course description is already on file, do not submit unless you are updating information. 1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required</p>

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health 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)	

Date:	Instructor or Contractor Signature:
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**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM**

Instructor Information Form

Instructor Name or Contact	Organization AVC	Cell phone #
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Mailing Address	City	State	Zip Code
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Phone Number	Fax Number	E-mail
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TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses

RELATED EDUCATION

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:
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