



Rogue Community College

CONTINUING EDUCATION

Community Education | Driver Education | Professional Development | Workforce Training

COURSE PROPOSAL

Thank you for your interest in Rogue Community College's Continuing Education program. Our goal is to expand RCC's reach into the community by offering quality educational and lifelong learning experiences. This form helps clarify details of your course proposal. If your proposal is considered, we will contact you to set up an in-person meeting.

Form with fields: Date, Your Name, Proposed Course Title, Email, Phone, Instructor Credentials, Instructor Request for Pay: \$ /Hour \$ /Course Other:

Proposed Course Description (If accepted, the college reserves the right to edit the description for publication/promotional purposes.)

Three horizontal lines for writing the course description.

Course Logistics: Total Contact Hours _____ Total Meetings _____ Total No of Days _____ Preferred Meeting Information: Day(s) of Week _____ Time(s) _____ Have you instructed this course previously? Yes No If Yes, where? _____ What was the attendance in previous courses offered? _____ Who was/is the intended targeted audience for this course topic? _____

Course Objectives: (By the end of this course, students will be able to...)

- 1. _____
2. _____
3. _____

Is there a specific term or location this class would be offered, e.g. summer only, Medford only?

Horizontal line for answer to specific term or location question.

Texts, Reading Materials, Media (provide details including publisher, edition, etc.):

Required: _____ Optional: _____

I understand that if selected, this course may be offered by the Continuing Education Department at Rogue Community College. I agree to be available to instruct the course, if selected, for a minimum of three terms (with schedule approved with instructor and the department) following appropriate hiring process by the College's HR department. Signature _____ Date _____