



Proposal to Teach

Date _____

Name _____ Birth Date: _____

Address: _____

Contact Phone# Cell: _____ Home: _____

Email Address _____

**Note: In proposing a non-credit course, remember that such classes do not have to conform to any pattern such as is required for credit classes. The details of when, where and how to offer the class are open to your suggestions.*

Course Title

Course Description (You may attach a description)

Day of the Week preferred: 1st _____ 2nd _____ 3rd _____

Most weekday classes meet once a week. Please indicate if you must meet more frequently.

Time of the Day preferred Morning Afternoon Evening

Most week day classes do best in the evening. Saturday classes do better in the morning.

Length of each session: 1.5 hr. 2 hrs. 2.5 hrs. Other _____

Length of series: (i.e. 1 week, 6 weeks, etc.) _____

Semester to offer: Fall Spring Summer

Special Room Needs: Please circle all that apply:

Carpet Smooth Floor Tables Desk Computer
Black Board White Board Overheads TV/VCR Other: _____

Other than white board and desks, what other basic needs does this class require?



COMMUNITY EDUCATION



Textbook required? Yes ___ No ___

Title: _____ Author _____

Publisher: _____ Edition _____

ISBN# _____

Supplies needed? Yes _____ No _____

Supply fee paid by **each student** beyond the tuition set by the college: \$ _____

List of supplies included in the fee: _____

Additional Personal/Background Information

Educational Background (Degrees, Institutions, and Certifications):

Practical Experience in your area:

Teaching Experience awards, honors, etc.:

References (Please list 3 persons who know your expertise in the area in which you wish to teach.)

Name/Title	Address	Phone
------------	---------	-------

1. _____

2. _____

3. _____

Please scan and email this form to Marcia.ford@estrellamountain.edu or mail form to:
EMCC, Attn: Marcia Ford, 3000 N. Dysart Rd., Avondale, AZ 85392-1010

Thank you!