



Office of Community Education & Workforce Development

Cayuga Community College
197 Franklin Street
Auburn, NY 13021
(315) 294 - 8841

The Office of Community Education & Workforce Development is seeking credit free class proposals for winter/fall and spring catalogs.

If you are interested in submitting a **new** course for consideration, **please email completed form** to Emily Cameron via email to emily.cameron@cayuga-cc.edu or mail to:

Emily Cameron
Cayuga Community College
197 Franklin Street
Auburn, NY 13021

General Guidelines

Course topics – Based on instructor’s area of expertise. We are looking for courses that will appeal to the general community and offer a quality educational experience. Please review our past course catalogs to get a better idea of what we currently offer. We are always looking for new and engaging courses so please do not hesitate to propose a new topic!

Course duration – Instructor to determine. Generally courses meet for 1 to 8 sessions that are 1 hour to 3 hours each. Career training programs meet on average 4-15 week.

Course Days – Courses can be offered Monday-Thursday from 8:30am-9pm, Fridays from 8:30am-5pm and on Sundays from Noon-5pm.

Payment of Instructors – Compensation varies depending on the type of course, length of course, experience of instructor, and market. There is an option of an hourly wage or revenue share for most courses,

All courses must meet minimum enrollment required to run.

Instructor Information

Instructor Name:

Address:

City, ST, Zip:

Home Phone:

Work Phone:

Cell Phone:

Email:

Website:

Instructor Bio (please also include your resume):

Course Information **Please complete all sections.**

Course Title:

Course Description (3 - 4 sentence narrative description along with any applicable material fees to be used in Community Education catalogue and website):

Course Fee (If you are unsure of what would be appropriate, please leave blank and we will be happy to assist):

Total number of class hours:

Proposed class location: **AUBURN** **FULTON**

Proposed class day:

Proposed class dates:

Proposed class times:

If you have flexible availability, please complete:

Days of the week you are available to teach (please **X** all that apply):

Monday Tuesday Wednesday Thursday Friday Sunday

Times of day you are available to teach (please **X** all that apply):

Mornings (9am – Noon) Afternoons (Noon – 4pm) Evenings (5pm – 9:00pm)

Minimum # of students: Recommendation: 6

Maximum # of students: Recommendation: 20

MINIMUM SALARY REQUIREMENTS:

Does this class have a student supply list? (please **X**): Yes No *If yes, please submit along with proposal.*

Do you have any special equipment, space/room requirements or material needs for the class? (please **X**): Yes No
If yes, please submit along with your completed class proposal or describe here.