

**Modesto Junior College**  
**COMMUNITY EDUCATION**  
**General Information for Teaching CE Offerings**

Through its Community Education program, Modesto Junior College offers fee-funded classes designed to meet the personal interest and professional development needs of members of the community. These classes are not eligible to be offered as credit or non-credit classes supported by state funding. Although Community Education instructors do not need to meet the academic criteria required to teach credit or non-credit classes, evidence of competence in the subject of a proposed offering is required and teaching experience is preferred. Following are guidelines for the Community Education program.

**1. CLASS/WORKSHOP**

All costs of the class must be covered by participant fees that may include the items listed under this heading.

• **Salaries**

Instructors are currently paid at the rate of \$18-\$20 per class hour. Persons who teach College for Kids classes must pass fingerprint clearance and TB testing. Please contact our office for more information on the process and cost reimbursement.

For Professional Development classes and in some cases for personal interest classes, a fee split is arranged rather than an hourly rate.

• **Classroom rental expense, if any**

• **Cost of any materials for use by the instructor or provided to the students.**

These expenses must be established prior to the scheduling of the class. The Community Education Office will NOT reimburse any costs incurred by the instructor unless the expenditure has been built into the class fee and invoices from suppliers are provided. If students are to provide their own materials, this information must be included in the course description and a materials list provided by the instructor.

• **Cost of insurance for activity classes and College for Kids classes**

• **Administrative costs including mailing, printing, advertising, staff time, etc.**

• **Any other expenses of the class**

**2. ENROLLMENT**

ALL PERSONS attending a class must be registered and must have paid the class fee No Exceptions!

**3. ENROLLMENT REQUIRMENTS**

If the number of students required to cover all expenses has not been met, the class is subject to cancellation. If the required minimum has been met, additional registrations will be accepted up to and at the first class as long as space is available.

#### **4. REGISTERING FOR CLASS**

Interested persons may register in person, by mail, online or fax. Our mailing address is MJC Community Education, 435 College Avenue, room 204 Modesto, CA 95350. The office fax number is 575-6025 Online <http://www.mjc.edu>.

#### **5. GETTING THE WORD OUT**

It is always helpful for the potential instructor to identify interested students to help meet the minimum enrollment requirement.

#### **6. COURSE OUTLINE**

Potential instructors are asked to submit an outline of their proposal indicating the objectives and instructional procedure to be followed. A form is provided by the Community Education Office for this purpose. If the Community Education staff determines the class is appropriate for the program, a meeting will be scheduled with the potential instructor to discuss the proposal.

#### **7. MATERIAL FEES**

If the instructor is charging a material fee for textbook, DVD, CD or handouts an office copy of that material will need to be provided to the Community Education program coordinator before the class occurs.

#### **8. COURSE EVALUATION FORMS**

These forms are distributed to registered students. Community Education then reviews evaluations and shares results with instructors regarding suggestions, class ratings and class grade.

#### **9. PROMOTION OF PRIVATE ENTERPRISES (BUSINESSES)**

Community Education programs cannot be used as a forum for the selling of services or products of the instructor. Materials directly related to the content of the program may be sold at the conclusion of your program, only IF prior approval from the Community Education office was obtained. All references to the instructor's personal business must be removed from any handouts used in the workshop. Likewise, free promotional flyers, materials, etc., must be approved for distribution by the Community Education office.

#### **10. UNABLE TO TEACH YOUR CLASS / SUBSTITUTES**

If an instructor must be absent from class due to illness or emergency, the Community Education office should be notified as soon as possible. **DO NOT MAKE YOUR OWN SUBSTITUTE ARRANGEMENTS OR ADJUST YOUR CLASS SCHEDULE.** Substitutes must meet Community Education requirements and be approved by the HR department. If the Com Ed office is closed, instructors should contact Martha Rice at 209-602-0296 or by office voice mail Martha 575-6885 or Pat 575-6064.

#### **11. PARKING PERMIT**

A parking permit will be provided for the dates the class runs.

***Community Education Office proposal contacts are Martha Rice and Pat Rawe at (209) 575-6063. The office is located at 435 College Avenue, Modesto East Campus in the Morris Administration Building, Second Floor, Room 204.***

