

Modesto Junior College
COMMUNITY EDUCATION (CE)
General Information for Teaching CE Offerings

Through its Community Education Department, Modesto Junior College offers fee-funded classes designed to meet the personal interest and professional development needs of community members. 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 Department.

1. CLASS/WORKSHOP

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

• **Salaries**

Instructors are currently paid at the starting rate of \$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 and business owners, a fee split may be 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 Department 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 REQUIREMENTS

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 by fax. Our mailing address is MJC Community Education, 435 College Avenue, Modesto, CA 95350. The office fax number is 575-6025. Online registration is <http://mjc4life.org>. There is a \$5.00 registration fee when interested persons are registered in person, by mail or by fax.

5. **GETTING OUT THE WORD**

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

6. **COURSE ONLINE**

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 department, 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 Specialist before the class is offered.

8. **COURSE EVALUATION FORMS**

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

9. **PROMOTION OF PRIVATE ENTERPRISES (BUSINESS)**

Community Education classes/courses 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 class/course, only **IF** prior approval from the Community Education Department 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 Department.

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

If an instructor must be absent from class due to illness or an emergency, the Community Education Department 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 Community Education Department is closed, instructors send an email to vizcarraa@yosemite.edu or perezr@yosemite.edu and cc elizabeth@yosemite.edu.

11. **PROPOSAL CONTACTS**

Community Education (CE) proposal contacts are CE Specialists Angela Vizcarra and Rita Perez at 209.575.6063. The office is located at Modesto Junior College, 435 College Avenue, East Campus in the Morris Administration Building, First Floor, Room 104, Modesto, CA.