

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 noncredit 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 class costs 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. Anyone teaching or volunteering for MJC Community Ed 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 (vendor 40%), rather than an hourly rate.
- Employment Packet (Application Packet)
Instructor should turn in their employment packet by the designated date (usually 2 weeks after receiving it) or it may result in late reimbursements, pay check or cancelation of class.
- Contract/Honorarium
Instructors should receive a contract or honorarium once their class is confirmed (usually 2 weeks before the beginning of that term) If you have not received a contract please call our office at 209-575-6063 ask for Liza Vazquez, our Administrative Specialist.
- 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 online at www.mjc4life.org, or by phone at 209-575-6063 with a \$5 processing fee. CommEd Office hours are (summer) M-TH 8 am to 5 pm, regular hours M-F 8 am to 5 pm.

5. GETTING THE WORD OUT

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

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 is offered. In fairness to the student Community Education asks instructors to keep material fees as minimal as possible. *1/2010.*

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 (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 / SUBSTITUES

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 Comm Ed office is closed, instructors should contact MJC Campus Security at 209-575-6351.

Proposal contacts: Angela Vizcarra 209-575-6473 or Rita Perez 209-575-6064. The office is located at 435 College Avenue, Modesto East Campus, Morris Administration Building, First Floor, rm. 104.