First Coast Technical College

Community Enrichment Course Proposal

Please complete and return this form to fctccommunityenrichment@stjohns.k12.fl.us. For marketing, also include a resume and high resolution photo, if available.

Name _____

Street Address _____

City, State, Zip _____

Contact information Cell _____ Website _____

Email_____

Course or Workshop Name _____

Program Description as you would market your program

_____

_____

_____

How long are the course sessions? _____ hours How many meetings per week? _____

Which day(s) you prefer to teach_____ How many weeks will the classes meet? _____

Maximum students per class? _____

Special equipment required to teach _____

Space requirements_____

List all supplies students will need for your class _____

_____

Describe past experience teaching this class, and include a reference, with contact information

_____

_____

_____

Please list relevant certifications, qualification to teach this class or include your resume

_____

_____

Please check one:

- ❑ I am a SJCSD Employee
- ❑ Non-Employee
- ❑ Substitute Teacher
- ❑ Adjunct Coach
- ❑ Approved Vendor

Compensation for independent Contractors:

1-6 class enrollees	$20.00/hour
7-11 class enrollees	$25.00/hour
12-18 class enrollees	$30.00/hour
19 > class enrollees	$40.00/hour

Submission of a course proposal does not guarantee the course will be offered. Instructors will be notified of acceptance before the first day of class to allow time for processing and marketing of classes. If you have questions, call (904) 547-3460