



# El Camino College

## Community & Continuing Education

### 2025 Schedule Of Classes:

### How to Submit A Course Proposal Form

**About Community Education** El Camino College's Community Education department provides short-term, not-for-credit classes, workshops, career-training programs and events designed for professional or personal development with a special emphasis on inspiring a sense of wonder and imagination for life-long learning. College credit is not awarded for classes conducted by the Community Education department. There are no transcripts or grades; however, for industry-certification programs pass/fail grading rationale and related documentation is required.

**Application Process** We are always interested in starting new viable not-for-credit classes, events, and programs taught by high-caliber instructors. If you have an idea for a class that we are not currently offering (please acquaint yourself with our online catalogs at [www.ECCommunityEd.com](http://www.ECCommunityEd.com)) and would like to develop and teach a class for the El Camino College Community Education department, you may complete and submit a the attached Proposal Form along with a resume or CV.

**Qualifications** Prospective Community Education instructors must satisfy at least one of the following requirements:

**A master's degree or bachelor degree related to course subject**

**Minimum of 2 years of work experience related to course subject**

**Minimum of 5 years of personal experience related to course subject**

**Community Education Instructor pay:** As an instructor of the El Camino College Community Education department or as an ECC adjunct or full-time faculty instructor, most instructors receive 40% of total student enrollment fees collected. ECC adjunct/faculty instructors are hired as casuals and are limited to 25 hours a week (combined ECC assignments across campus). For Kid's College summer classes, the rate is \$37 per hour. For specialized job-training courses, the rate is \$37 per hour.

**Review and Interview Process** Upon review of your course proposal form, if your idea represents a viable fit for the Community Education program (fulfilling the needs and interests of our community), we will first conduct a preliminary telephone interview followed by an in-person interview and information session regarding El Camino College Community Education instructor procedures.

### **Course Acceptance, Confirmation Letter and Instructor Manual**

If your class is approved, you will receive a confirmation request via e-mail from Community Education staff. Upon receipt of your confirmation, if you are a new instructor, you will be mailed our instructor manual. **It is imperative that you read the instructor manual, and sign/return the last page to [commed@elcamino.edu](mailto:commed@elcamino.edu) prior to commencement of your teaching assignment.** This document will provide you with most of the information you will need to teach the class. If you are not contacted by the Community Education office, please do not assume your proposal has been accepted. You may inquire directly with Community Education at: 310-660-6460.

**Scheduling Your Classes** The Community Education department's calendar is different from the El Camino College academic credit-side calendar. We offer two scheduling periods per year: **Winter/Spring** (January - May & **Summer/Fall** (June - December)

Enter your course proposal information based on the following scheduling time periods. The course proposal form is due by the respective deadlines for **2025**:

**WINTER/SPRING 2025** (January 6 - May 31, 2025)

**\*\*\*DUE Friday, October 4, 2024\*\*\***

Classes may begin as soon as **Friday, January 10, 2025** and run as long as desired/or for multiple sessions by no later than **Saturday, May 31, 2025**

The following holidays should not be scheduled:

- **Monday, April 14 - Sunday, April 20, 2025**  
(Spring Break)
- Monday, January 20, 2025 (MLK Jr. Day)**
- Friday, February 7, 2025 (Lincoln's Day)**
- **Monday, February 17, 2025 (Washington's Day)**
- Monday, March 31, 2025 (Cesar Chavez Day)**
- Monday, May 26, 2025 (Memorial Day)**

**SUMMER/FALL 2025** (June 1 - December 13, 2025)

**\*\*\*DUE Friday, February 27, 2025\*\*\***

Classes may begin as soon as

**Sunday, June 1, 2025** and run as long as desired/or for multiple sessions by no later than **Saturday, December 13, 2025.**

The following days should not be scheduled:

- Thursday, June 19, 2025 (Juneteenth Day)**
- Monday, September 1 (Labor Day)**
- Monday, October 13 (Indigenous People's Day)**
- November 27 & 28 (Thanksgiving)**
- December 13, 2025 - January 4, 2026 (Winter Closure)**

For each class/course you wish to teach you must submit a separate digital course proposal form. Proposal forms must be filled out completely. **We do not accept other formats.**

**Course Title** Since you have 3 seconds to attract the reader's attention, your title should be simple and catchy.

The **brochure description** should be lively and informative. Use action verbs and language that addresses the second person (you) as much as possible (i.e. You will discover many...). **Avoid** sentences like "This class will teach..." Look through other course descriptions for ideas to "spice up" your copy.

**Instructor Biographies** must be short--one or two lines at most and should **relate to the subject area** of instruction. For example, if you are teaching a basket-weaving class, most people will not be impressed by a bachelor's degree in mathematics. If you are teaching classes in more than one area (i.e. computers and yoga) please use a bio related to each subject area.

**Setting Course Fee (For instructors paid based on % of enrollment fees collected)**

Use this formula to help estimate a reasonable course fee for your proposed class. Also, look at previous Community Education catalogs for class pricing examples. Final published course fees will be determined by the Community Education Director.

# \_\_\_\_ Students x Course Fee \$ \_\_\_\_ x Instructor Percentage 40% =

**Instructor Payment \$ \_\_\_\_\_**

**Materials fees** should cover the cost of materials you will provide each student as deemed **necessary** to participate in and successfully complete your class/course. **You must submit copies or a sample(s) of your class materials with your course proposal form.** The participants pay material fees directly to the instructor on the first day of class. The materials fee cost must be reasonably priced and must accurately equate the value of the materials. No inflating of fees.

**Enrollment Information**

The Community Education program has an initial minimum enrollment requirement of 5 students for the first time you try to run a class. Afterward, your enrollments should increase to 10-20 students per class. While six students is a low enrollment count, instructors should still plan to conduct these classes because we have last minute and walk-in registrations. If you cancel your class due to low enrollment, it may never have a chance to grow. Please remember that many classes are advertised by word of mouth over several sessions. We will be in contact with you during the week prior to your first class meeting to discuss your enrollment numbers. However, if the class does not start to increase in

enrollments after trying to run it twice, the Community Education department will not continue to advertise it.

**Marketing Your Course**

Dual marketing by Community Education staff and instructors is essential to assure a sizeable class enrollment. We will send out course catalogs through bulk mail distribution to over 100,000 HHs, libraries etc. Please advertise to your mailing lists and social media sites as well. **You must submit samples of your promotional/marketing materials to our office prior to distribution.** The following information and nondiscrimination statement must be included on your flyer or promotional piece (i.e. website etc.):

El Camino College Community Education

(310) 660-6460

www.ECCommunityEd.com

Course #, Name, Date, Time, Room, Fee

El Camino College Community Education Logo

Nondiscrimination statement (see below):

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.

**Repeat Courses** If the course has previously appeared in our schedule and there are not changes to the course, you do not need to complete this form again, simply submit your dates via email to [commed@elcamino.edu](mailto:commed@elcamino.edu)

**Final Course Details** The Community Education department reserves the right to edit course titles, brochure descriptions, instructor biographies, and class fees.

**Link to Form:** [Complete Form](#)

**Questions:** Please contact Community Education [commed@elcamino.edu](mailto:commed@elcamino.edu)

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