



## COURSE PROPOSAL INFORMATION SHEET

The Community, Continuing and Corporate Education (CCCE) Department of the San Mateo County Community College District is always looking for new ideas and classes. If you are interested in teaching a specific class for our program, and have expertise and/or teaching experience in your field, we would be interested in reviewing your proposal for future consideration.

The first step in our review process is for you to submit a CCCE Course Proposal Form either by e-mail attachment or by regular mail. The proposal form can be downloaded from our web site: <http://communityed.smccd.edu>. Once you reach the site, click on the **Teaching** link in the left margin.

The broad areas that we are evaluating are:

- Course content
- Instructor qualifications
- Course marketability.

We accept course proposals on a continual basis. However, proposals to be considered for our fall session, which begins in August, are due by March 31st. Proposals for our spring session, which begins in January, are due by August 31st. The quality of your responses will be part of the evaluation process.

The CCCE also offers **College for Kids**, an exciting summer enrichment program for students entering 5th through 8th grades at the College of San Mateo, Cañada College or Skyline College. We are always looking for qualified instructors to teach classes in the arts, math, English, computer, physical education, sciences and other areas of interest. Please download the College for Kids Course Proposal form from our website if you have an exciting idea to share with the young people in our community.

Submittal of this proposal does not imply a continuing relationship with Community Education. We will not be able to respond to each proposal because of the volume received. Proposals not adapted for the current term are kept on file for future consideration.

Please feel free to contact us if you have questions or concerns.

COMMUNITY, CONTINUING AND CORPORATE EDUCATION  
SAN MATEO COMMUNITY COLLEGE DISTRICT  
1700 W. HILLSDALE BLVD., BLDG. 1  
SAN MATEO, CA 94402  
PHONE: (650) 574-6149  
[COMMUNITYED@SMCCD.EDU](mailto:COMMUNITYED@SMCCD.EDU)

Thank you for your interest in teaching for us. We welcome your proposal and look forward to hearing from you.

-The CCCE Staff