

Please download and complete this form. Save the document and email it as an attachment to learn@everettcc.edu, along with:

- An additional document that includes the following
 - A course description (450 characters or less)
 - A course outline, including student learning objectives
 - Listing of all classroom handouts, required materials, supplies, or books (if applicable)
- A resume or curriculum vitae and a short bio (150 words or less)

We will review your materials and respond to you within 4 weeks of receiving your complete proposal.

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email Address: _____

Course Information

Course Title: _____

The course title is very important for promotion. The title should be intriguing, descriptive and succinct so it will gain the reader's attention as well as give some insight into the workshop content.

Preferred Days: ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Sat. ☐ Tues./Thurs. ☐ Mon./Wed.

Total Number of Course Hours: _____

Minimum Enrollment: _____ Maximum Enrollment: _____ Ages: ☐ Adults ☐ Youth: Ages _____ to _____

If teaching youth 16 or younger, Everett Community College will conduct a routine "Child/Adult Abuse" check with Washington State Patrol.

Classroom & Equipment Needs

Please check the type of furniture and special equipment needed for your class:

- ☐ Tables and chairs ☐ AV equipment (please list): _____
- ☐ Instructor computer station (internet, MS Office Suite, digital data projector, document projector)
- ☐ Computer lab. Software or operating system requirements: _____

Classroom & Teaching Materials & Supplies

A copy of all required handouts, books, materials, and teaching supplies must be reviewed and approved by CCEC prior to course approval. You must adhere to copyright laws, getting approval from authors or publishers if you are copying some else's work. Please provide complete lists of all required materials and supplies along with this emailed application. For books please include title, author, ISBN, and publisher information. Please also indicate if you plan to provide the materials or if students will need to purchase items ahead of class. Instructors are not permitted to sell materials directly to participants.

Check all that apply: ☐ I will provide materials ☐ Participants must purchase materials ☐ Not applicable

Location Preferences

CCEC offers classes at multiple locations that we manage. You may also prefer to teach at an alternative location. Please indicate your location preferences. Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> CCEC-Everett: 2333 Seaway Blvd., South Everett | <input type="checkbox"/> EvCC Main Campus: 2000 Tower St, Everett |
| <input type="checkbox"/> CCEC-Bothell, located at Cascadia College | <input type="checkbox"/> CCEC-Kirkland, located at LWTech |
| <input type="checkbox"/> Online or Hybrid | <input type="checkbox"/> Other: _____ |

Course Marketing

Corporate & Continuing Education Center (CCEC) will publish your workshop in a print schedule and in its online catalog. CCEC may also market your courses through social media, electronic newsletters, and other methods. Courses with the highest enrollment are often the result of instructors marketing to their own markets. We encourage your participation in social media and suggest that you use our provided course flyer templates to help market your classes.

Visit **EverettCC.edu/CCECInstructors** for more marketing resources.

Please list three methods that you plan to use to market your workshop.

References

We routinely check references on all of our potential instructors. Please provide the names, titles, daytime phone number, and email for two persons who can speak to your teaching ability as well as expertise in the subject area.

Name: _____

Title: _____

Daytime Phone: _____

Email Address: _____

Name: _____

Title: _____

Daytime Phone: _____

Email Address: _____

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information.

Quarterly Course Calendar & Deadlines

Visit EverettCC.edu/Calendar for an exact list of quarterly start, end, and closure dates.

Fall/Winter Quarter

New Course Proposals Due June 1

End September	Fall Quarter Starts
Closure Considerations	Veterans's Day Holiday, Thanksgiving Holiday, Weather (potentially)
Early December	Classes End
Early January	Winter Quarter Starts
Closure Considerations	Martin Luther King, Jr. Holiday, President's Day, Weather (potentially)
Mid-March	Classes End

Spring/Summer Quarter

New Course Proposals Due January 2

End March	Spring Quarter Starts
Closure Considerations	Memorial Day Holiday
Mid-June	Classes End
End June	Summer Quarter Starts
Closure Considerations	Independence Day Holiday, EvCC Main Campus closed on Fridays
End August	Classes End

Contact Information

Email learn@everettcc.edu or call 425-267-0150 with questions.

Visit EverettCC.edu/CCEC for more information about CCEC programs.