



Community Education Course Proposal

Visit our website at www.yc.edu/ce for current Community Education calendar.

Visit www.yc.edu/teachce for application instructions and deadlines.

For which program are you applying? <input type="checkbox"/> Community Education <input type="checkbox"/> Edventures <input type="checkbox"/> College for Kids		
Location: <input type="checkbox"/> Prescott <input type="checkbox"/> Prescott Valley <input type="checkbox"/> Chino Valley <input type="checkbox"/> Verde Valley <input type="checkbox"/> Sedona		
Session: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		
Last Name	First Name	MI
Mailing Address		
City	State	Zip
Work Phone	Home Phone	Cell Phone
Email Address		
Course Information (You may attach additional sheets as needed)		
Course Title		
Course Description (100 words or less to be published in the schedule) Please attach a course syllabus or outline.		
Briefly describe your background in the course content area.		

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Location: <input type="checkbox"/> Prescott <input type="checkbox"/> Prescott Valley <input type="checkbox"/> Chino Valley <input type="checkbox"/> Verde Valley <input type="checkbox"/> Sedona <input type="checkbox"/> Other (please specify)		
Session: <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall		
How many hours per class meeting	How many weeks does this class meet (maximum is 6 weeks)	
Dates available	What dates: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
What time of day do you want to teach? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	Maximum number of students per class (minimum is 8)	
Course Details/Needs (You may attach addition sheets as needed.)		
Audio-Visual Equipment (Specify equipment needed.)		
Supplies (Attach supply list.) Who provides supplies? <input type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Other (specify)		
Approximate supply cost If you require supplies to be purchased for your course by the college, please provide a cost estimate (per student/per class meeting) here:		
Type of facility needed? (computer lab, sink, kitchen, etc.)		
Field Trip Date	Start/End Time	Length
Field Trip Description		
Yavapai College will provide print, web and radio advertising for your course. Please describe any additional marketing that you will be able to provide.		
Please thoroughly explain any additional needs, such as classroom setup or cleanup time. Attach additional sheets if necessary.		



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Applicant Agreement and Signature

I understand and acknowledge that submission of this form does not guarantee employment with Yavapai College. I further understand that my application packet will not be considered if it is incomplete. If selected for employment with Yavapai College Community Education, I must complete the required forms in the Human Resources department within three days of beginning employment and present my valid Driver’s License or State I.D. and Social Security card, passport or other acceptable documentation as outlined in I-9 regulations. I further understand that failure to submit the required paperwork or comply with all Yavapai College policies and procedures will delay my pay.

If I am selected for a position that works with minors, I understand that I must obtain a certified copy of my criminal background and fingerprints from Yavapai County Sherriff’s Department or other approved agency at my own cost or present a current fingerprint card at the time of employment.

I certify that all information provided on the preceding forms is true and correct to the best of my knowledge. If esigning, I certify that the following esignature is a valid representation of my signature and constitutes my agreement to the preceding statement.

Print Name	Date
Signature	

Questions?

Prescott Area:
Call (928) 717-7638
or email CommEd@yc.edu
Fax: (928) 717-7635

Verde/Sedona Area:
Call (928)634-6530
Or email Linda.Buchanan@yc.edu
Fax: (928)717-7895

Fax, email or mail completed forms to:

Prescott Area:
Yavapai College Community Education
1100 E Sheldon St., PMB 6912
Prescott, AZ 86301

Verde/Sedona Area:
Linda Buchanan
Yavapai College – Verde Campus
601 Black Hills Drive
Clarkdale, AZ 86324