COS Community Education
General Information for Teaching Community Education Classes

Through its Community Education program, COS college offers fee-funded classes designed to meet the personal interest and professional development needs of members of the community. These classes are not eligible to be offered as credit or non-credit classes supported by state funding. Although Community Education instructors do not need to meet the academic criteria required to teach credit or non-credit classes, evidence of competence in the subject of a proposed offering is required and teaching experience is preferred.

Following are general guidelines for the Community Education classes and workshops:

1. CLASS/WORKSHOP
All costs of the class must be covered by participant fees (including but not limited to the terms listed under this heading).

- **Salaries**
  Instructor’s compensation typically consists of a percentage of class proceeds. However, sometimes an hourly wage may be considered. The method and rate of compensation will be agreed upon between the Instructor of the class and the Director of the Community Education department before the class begins.

- **Classroom rental expense**

- **Cost of any materials for use by the instructor or provided to the students**
  These expenses must be established prior to the scheduling of the class. The Community Education Office will NOT reimburse any costs incurred by the instructor unless the expenditure has been built into the class fee and invoices from suppliers are provided. If students are to provide their own materials, this information must be included in the course description and a materials list provided by the instructor.

- **Cost of insurance for activity classes**

- **Administrative cost including mailing, printing, advertising, staff time, etc.**

- **Any expense of the class**

2. ENROLLMENT
ALL PERSONS attending a class must be registered and must have paid the class fee. No exceptions!

There are two possible methods of enrollment:

1. The COS Community Ed department will setup online enrollment for the class and the student may enroll and pay online
2. Enrollment and payment may be taken by the Instructor and delivered to the Community Ed department for processing

The method of enrollment chosen will be agreed upon between the Instructor of the class and the Director of the Community Ed department. However, final decision will lie with the Director of the Community Ed department.

3. ENROLLMENT REQUIREMENTS
If the number of students required to cover all expenses has not been met, the class is subject to cancellation. If the required minimum has been met, additional registrations will be accepted up to and at the first class as long as space is available. However, if Instructors would like registration to close 3
days prior to the start of the class, this is acceptable. Some discretion is left to the Community Education Director and/or the instructor.

4. REGISTERING FOR CLASSES
Interested persons may register online, in person, by phone, or by fax, depending on the method of enrollment chosen. Our mailing address is COS Training Resource Center, 915 S. Mooney Blvd., Visalia, Ca, 93277. The office fax number is (559) 687-6295.

5. GETTING THE WORD OUT
It is always helpful for the potential instructor to identify interested students to help meet the minimum enrollment requirements. Our office will advertise the classes through internal COS as well as on our website. We can do additional marketing such as creating and distributing flyers, email lists, ad in the paper, etc. These costs will be incorporated into the cost for the class. The instructor is responsible for all additional marketing for his/her class. All printed materials must be approved by the Community Education Program Manager prior to distribution of materials.

7. MATERIAL FEES
If the instructor is charging a material fee for textbook, DVD, CD or handouts, an office copy of that material will need to be provided to the Community Services program coordinator before the class occurs. As a part of California Education Code, students may only be charged the actual cost of the material.

8. COURSE EVALUATION FORMS
These forms are distributed to registered students. Our office then reviews evaluations and shares results with instructors regarding suggestions, class ratings and class grade.

9. PROMOTION OF PRIVATE ENTERPRISES (BUSINESSES)
Community Education programs cannot be used as a forum for the selling of services or products of the instructor. Materials directly related to the content of the program may be sold at the conclusion of your program, only IF prior approval from the Community Education Office was obtained. All references to the instructor’s personal business must be removed from any handouts used in the workshop. Likewise free promotional flyers, materials, etc., must be approved for distribution by the Community Services office.

10. UNABLE TO TEACH YOUR CLASS/SUBSTITUTES
If an instructor must be absent from class due to illness or emergency, the Community Education office should be notified as soon as possible. DO NOT MAKE YOUR OWN SUBSTITUTE ARRANGEMENTS OR ADJUST YOUR CLASS SCHEDULE. Substitutes must meet Community Education requirements and be approved by the HR department.

11. PARKING PERMIT
A parking permit can be obtained for the instructor at COS Police Department.

If you have any questions or concerns, please contact the Community Education department (part of the COS Training Resource Center) at communityed@cos.edu or 559-688-3130.