

<h1>Summer 2023 Program Planner</h1> <p>Due Date: Friday, March 3rd, 2023</p> <p>Summer Quarter Dates: June 12th-July 22nd</p> <p>Please note campus holidays Monday June 19th and Tuesday July 4th.</p> <p><u>(please use tab key to move from field to field)</u></p>	DATE: _____				OFFICE USE ONLY:		
	NAME: _____				Date Received: _____		
	PHONE: _____				Class Category: _____		

Class Title	Times	Day(s)	Dates	Skip Dates	Format:	Room Preference	Notes

- Format:**
- In-person:** Students are responsible for following all current safety protocols for participation on and off campus. Note that in instances of campus closures or unplanned conditions such as poor weather, air quality, rates of COVID-19 or other situations, the district may need to cancel class sessions. When feasible, sessions will be rescheduled and Community Education instructors will be paid only for the hours they teach, including any make-up classes, but not the canceled class session. Situations will be handled on a case-by-case basis, with decisions determined by the department Director.
 - Online synchronous:** All class sessions will be scheduled on Zoom. Students are responsible for participating in the Zoom meeting at the scheduled time to receive class content.

Class Title: Only classes which have been approved by the Board and District Curriculum Committee can be scheduled. If the class you would like to offer has not yet been approved, you may complete a Course Outline form. If you need to revise your course description, please send it on a separate sheet.

Dates: Please refer to the attached calendar for start and end dates of the quarter and provide your preferred class dates. If you teach a class which meets once a week all quarter, I will assign the obvious dates. If your class meets less often, please indicate the dates you would prefer. If you teach on Saturdays, you may give me a couple of date choices and I will call you to confirm with you during planning.

Skip Dates: Please list specific dates that you are not available to teach during the quarter.

Class Division for Co-Teachers: If you co-teach, please indicate "split dates," i.e. dates of instruction for each co-teacher. Ex: Smith 6/6, 6/13, 6/27; Jones 6/20, 7/11, 7/18.

Instructor 1 Name and Dates:		Instructor 2 Name and Dates:	
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Field Trips: If you are planning a field trip, please provide the day, date, times and location for inclusion in the schedule in the table below. Field trips are approved in advance by Director of Community Programs (please contact your Program Specialist for form if needed). If you have more than one field trip or are teaching a class that meets in the field, please submit the information on a separate sheet.

Field trip for which class?	Field Trip Location	Day	Date	Times

Materials: If your class requires materials (including photocopies provided to students) or special fees, please provide details below.

Student-Purchased Materials: Whenever possible, it is preferred for students to purchase their own materials for class. Using the template below (or a separate document), please list materials that students will need to purchase for the class. The course description can include the cost of materials to be purchased by students independently. Students will receive this materials list by email with their registration confirmation in advance of the class. For any textbook required or recommended please list the title and ISBN #.

Item Description	Quantity	Cost Per Item	Preferred Retailer	Link to Retailer, if applicable

Materials Fees: If your class requires materials that cannot be purchased individually by students, indicate them here. The materials fees you set for this quarter must represent the actual dollar value of the materials provided to each student. These materials should be provided directly (ex: copies of hand-outs) or utilized to make something each student can take home for his or herself (example: paint and canvas for each student that enables them to paint something they take home). *Materials fees do not roll over from one quarter to the next and should be fully expended by the end of the quarter.* Any costs to the student must be noted in the course description and are added to the registration fee.

Making copies? Current COM Services Departmental rates:

- Black and White copies: 2 cents each page
- Color copies: 10 cents each page

Example Materials Fee Breakdown:

Item Description	Estimated Cost Per Student
\$0.02/copy x 40 pages	\$0.80
Acrylic paint brush	\$1.20
Acrylic paint	\$20.00
2 canvases at \$5/each	\$10.00

Total Materials Fee: \$32

Your Materials Fees Break-down (please fill in the boxes below, and write the total at the bottom):

Item Description	Estimated Cost Per Student

Total Materials Fee: \$

Special Fees*: Service Fees and Facilities Fees (*If Applicable): Total cost for models, rentals, facilities. Example: Model fee of \$300; Facilities fee of \$200. *Program Specialist will use the total cost you provide to calculate the cost per student.*

Total Service or Facilities Fee: \$