



If you are interested in offering a class or workshop through the Office of Continuing Education, please send a resume and proposal that includes the following information:

1. Class title
2. One paragraph general description for publishing and marketing.
3. Brief class outline (organized by class meeting)
4. Major Learning Outcomes (By the end of the class the student will be able to...).
5. Number of hours per week and number of weeks needed for the class/workshop\*
6. Day of the week preferred (Monday - Thursday evenings, or Saturdays);
7. Materials fee (to cover text, handouts, demonstration materials, equipment, etc.);
8. Materials list of equipment/supplies that students must bring to class;
9. Special needs (location, equipment, facilities);
10. An image for marketing
11. Your contact information: address, phone, email address and website.
12. Let us know if you are on the faculty for City College of San Francisco and if you currently teach full or part time.

\*Class durations can vary from 1 evening or weekend class up to 7 weekly class meetings. Classes are generally 2-3 hours per class session. Classes generally are held in the evening, Monday-Thursday from 6:30pm-9:30pm or Saturdays either 9:00am-12:00pm or 1:00pm-4:00pm. Saturdays workshops can also be proposed for a full day, from 9:00am-4:00pm, with a 1 hour lunch break.

**Please note:** The Office of Continuing Education receives no public funding and is self-supported through class fees. A minimum enrollment must be reached in order for a class to run.

Due to restricted resources, we offer a limited amount of promotion for individual classes. Please plan on promoting your class to your network via email, fliers and social media.

Email proposals to : [contined@ccsf.edu](mailto:contined@ccsf.edu) (preferred)

Mail proposals to: Continuing Education - CCSF  
2 Marina Blvd - Bldg. B  
Fort Mason Art Center  
San Francisco, CA 94123