Proposal Guidelines for Fall 2020

Please read all pages carefully.

Thank you for proposing a training for CCSF Extension Programs!

The CCSF Extension Programs provide a diverse selection of not-for-credit workshops to support professional development goals, as well as lifelong learning and personal enrichment. Workshops are taught online via canvas and face-to-face by experts in their fields.

We are currently seeking proposals in the following areas:

**Business and Professional Development** skills such as Administration, Leadership, Marketing, Web Technology, Business Writing, Cannabis Business, Sustainability, etc.

**Personal Enrichment** such as Digital Arts, Culinary Workshops, Creative Writing, World Languages, Permaculture, DIY Home, Personal Care, etc.

If you have a topic outside of these suggested areas, feel free to reach out to us and we can give you feedback regarding how well the topic will fit into our program.

**FAQs**

- A 10-student minimum must be reached for a workshop to run.
- Due to restricted resources, we offer a limited amount of promotion for individual workshops. Please plan on promoting your workshop to your network via email, fliers and social media.
- Workshops for Fall 2020 will be online only using Canvas. These can be “anytime” completely asynchronous workshops, or, preferably, a blend of both synchronous instruction/feedback and asynchronous learning. (We will consider in-person workshops again in Spring ‘21, depending on school meeting guidelines.)
- Topics should be focused on promoting a specific skill to enhance, either in a professional discipline, or area of personal enrichment. Reach out to the Extension Program Developers if you need guidance in that process.
- Synchronous online workshops can either happen during daytime hours or evenings.
- CCSF Extension Programs receive no public funding and are 100% self-supported through workshop student fees.

You can direct additional questions to: ccsf.extension@ccsf.edu
Please submit the following via our online form:  https://forms.gle/htGyZTrM8fhmAiNU7

Workshop information:

1. **Workshop title.** The title should be straightforward and descriptive.

2. **One paragraph general description:** This description, for publishing and marketing, describes what students can expect from the workshop. Please also include briefly how the online workshops would be structured. For example:

   *Both fiction writers and poets are welcome in the Lab, where we come together as practicing writers, each of us bringing our works-in-progress or starting something new. Part of each workshop session is reserved for simply writing together, giving us structure and discipline to work on our projects in virtual community. We also do a weekly generative creative writing exercise that helps us warm up and stretch our words in new directions. We talk about issues of craft and narrative as they arise, tailoring these conversations and skill-building to meet the needs of the participants in the group. Those who have taken previous creative writing classes are welcome here, as is anyone who wants to get some writing done this summer in a partially self-directed, virtual-yet-community-based setting. Please note the Lab is repeatable, so if you were in a previous in-person Lab, you’re welcome to come again.*

   *Each 2-hr class session will approximately include:*

   - 45 minutes of discussion and/or warmup exercise.
   - 45 minutes where we work individually on our own writing.
   - 30 min to reconvene together, sharing and/or discussing our writing processes.

3. **Training outline and agenda (organized by meetings).** Include information on how you will break up the workshop sessions, including:
   a. Synchronized workshop time (when all students and the instructor meet together online).
   b. Asynchronized time (when students will work on their own offline).
   c. If you will be using Breakout rooms for smaller student discussions and/or one and one feedback time.

4. **Major learning outcomes.** (By the end of the workshop the student will be able to....)
Logistics:

1. *Proposed workshop timeline:* up to 5 meetings, 2-3 hours per meeting.
2. *Technology that students must have for the workshop.*
3. *Required materials that students will need to purchase for the workshop and where to purchase.* Please include a cost estimate of the materials.
4. *Your contact information and resume (include experience with delivering online training content):* address, phone, email address and website.
5. *Do you currently work for/have you worked for CCSF:* please include your CCSF ID# and home department.

Marketing (if/when your proposal is approved):

1. *An image:* for marketing, this will be used on website and in marketing: image is 400dpi on the longest side.
2. *Promotion:* Do you have experience marketing other similar workshops in the past? How large is your mailing list and social media presence? Plan to promote on your blog or website, on social media and in local venues with flyers.

Due dates for workshop proposals:

*July 15th:* due date for Fall ’20 Semester (begins in September.)
*November 1st:* due date for Spring ’21 Semester (begins in January.)
Potential Workshop Areas:

**Business/Professional Development Skills**
- Administration
- Leadership
- Marketing
- Non-Profit Management/Finance
- Finance
- Human Resources
- Sustainability
- Corporate Social Responsibility
- Cultural Competency Training
- Information Technology
- Web Technology
- Business Writing (*Report, technical, grants, etc.*)
- Cannabis Business
- Industry-specific focus (*i.e., food & beverage, services, consulting, etc.*)

**Personal Enrichment**
- Arts & Entertainment
- Culinary
- Writing and Language Arts
- Conversational Languages
- Permaculture
- DIY Home
- Personal Care

**Other Areas:** If you have a topic outside these suggested areas, feel free to submit a proposal for further review.