



Community Education Course Proposal

Name: _____

Day Phone: _____ **Cell Phone:** _____

Mailing Address: _____

Email Address: _____

Proposed Course Title: _____

Describe the class or workshop you propose to teach. Include a description of the curriculum you will use and activities, take-home materials, books or topics included in the class. Attach additional pages if needed. This information will be used in the community education catalog when advertising the class. Please attach a course outline or syllabus.

How many times will the class meet?

One time for _____ hours from _____ a.m. or p.m. to _____ a.m. or p.m. – OR –
_____ times per week for _____ hours each meeting. Total number of weeks: _____

(Classes are held Mondays through Thursdays. Some classrooms and computer labs are available for morning, afternoon and evening hours.)

Class Capacity

Minimum number of Students: _____ Maximum number: _____

What age group will this class target?

- Young Children, ages 4-7 _____
- Children, ages 8-12 _____
- Teens, ages 13-18 _____
- Young adults, ages 18-29 _____
- Adults, ages 30-55 _____
- Adults, ages 55 and older _____

Room Requirements

- Audio/Visual _____
- Tables/Chairs _____
- Open Space _____
- Gym: _____
- Other: _____

Materials & Supply Fee

What take-home materials will you provide? Please attach a copy.

Do you require a book to be purchased? If so, list title, author and ISBN number.

Do you require a supply fee? Please describe what the supply fee entails and include the amount required that will be payable to the instructor. _____

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 Webstore: <http://judsonisd.revtrak.net>
 Website: www.Judsonisd.org
 On-line Courses: www.ed2go.com/judson