

Monroe Township Community Education Instructor Course Proposal.....SPRING 2017

Please appropriate Box(es) NEW RETURNING with same course RETURNING with new course

Instructor Last Name

Instructor First Name

Email Address

Home Phone

Cell Phone

Street Address

City, State, Zip

Suggested Course Title_____

Suggested Course Description (Please limit to 50 words)

Course Syllabus

Class Objectives

Will students create or produce something in your class? If so, and it is an arts or crafts item, please e-mail an image to: mnaumik@Monroe.K12.nj.us Yes No

Is any prior experience required for a student to take this course? If yes, what do they need?

What is the ideal class size?

6-8 9-12 13-17 18-24 25-30 Unlimited

Will this offering be **Youth** Friendly?

No Yes

How would you accommodate varying levels of experience?

What is your class format? (Check as many as apply)

Lecture Discussion Interactive Exercise
 Power Point Presentation Demonstration Instructional Performance Hands-on

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How many weeks will your class last (1-10) _____

What is your preferred class length?

1 hr 1.5 hr 2 hr 2.5 hr 3 hr

What is your preferred day?

Tuesday Thursday Other _____

Time preferred between 6 & 10pm?

What are your room needs?

Regular Classroom Gym Room with Sink Kitchen Studio Off-site

Will there be a materials fee? No Yes Approximate cost: _____

Will you be volunteering? No Yes Approximate fee anticipated? _____

Have you taught this class elsewhere? Yes No

Where: _____

If yes, who can we contact?

Name: _____ Phone Number: _____

If no, please provide a reference:

Name: _____ Phone Number: _____

Relationship: _____

Our Spring 2017 semester will run from March 14th through May 25th excluding week of April 10th. Please indicate when you would be available to teach during our course schedule.

What are your equipment and support needs?

None Projector/Screen Internet Connection Sink TV/VCR
 Other _____

What is your suggested bio for the catalogue? (Limit 1 to 2 sentences)

Please list credentials if they pertain to your course:

Do you wish to provide a photo of yourself for inclusion in our brochure?: Yes No

Additional Information:

Mail by January 15 to: Maria Naumik Director of Community Education, Monroe Township Board of Education
423 Buckelew Avenue, Monroe Twp., NJ 08831 or e-mail: mnaumik@monroe.k12.nj.us

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Interviewed Accepted FFF