



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. _____

Instructor Compensation

JISD Adult & Community Education provides outreach programs to the learning community from instructors or facilitators that wish to donate their time as a service to the community patrons. However, compensation for the instructor can be included in the cost of the class. Quality classes are provided to community members to enrich their lives at a value. Compensation is based on the number of students enrolled.

Sharing Talents

JISD Adult and Community Education is always searching for new ideas from community members for classes or workshops. We are always looking for new talent and people with a passion to share their knowledge and skills. If you have questions regarding submission of a proposal, send an email to dhantz@judsonisd.org. You can view a copy of current classes on our web store at: <http://judsonisd.revtrak.net>.

If your proposal is selected, you will be required to complete the online application on our HR's website at www.judsonisd.org. HR requires each applicant to have at least two supervisors as references and you will need their email. All instructors are required to have a background check and must be fingerprinted at their own expense (approximately \$54). HR will give you further details on this process. If you have already been fingerprinted by another school district, you will need the number issued for verification on the Texas Education Agency's database.

If you have a resume and would like to send it with your proposal, please attach it to this form. Also include any biographical information that could be used from publicity. We look forward to hearing from you. If you have questions, please contact Judson Adult & Community Education Department.

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Website: www.Judsonisd.org
On-line Courses: www.ed2go.com/judson