



# Community Education Course Proposal

*Promoting continual life-long learning through Community Education.*

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Course Title: \_\_\_\_\_

In-Person Classes: \_\_\_\_\_ Online/Virtual Classes: \_\_\_\_\_

**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 brochure when advertising the class. Please attach a course outline or syllabus.

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**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: \_\_\_\_\_

**Preferred week day to hold classes:** \_\_\_\_\_

**Class Capacity:** Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

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

**Targeted Age Group(s)**

Young Children, ages 4-7 \_\_\_\_\_

Children, ages 8-12 \_\_\_\_\_

Teens, ages 13-18 \_\_\_\_\_

Young Adults, ages 18-19 \_\_\_\_\_

Adults, ages 20 & up \_\_\_\_\_

**Room Requirements**

Audio Visual : \_\_\_\_\_

Tables/Chairs: \_\_\_\_\_

Open Space: \_\_\_\_\_

Gym: \_\_\_\_\_

Other: \_\_\_\_\_

**Proposed Course Tuition:** \_\_\_\_\_

**Materials & Supply Fee:**

Will you provide take-home materials? \_\_\_\_ If yes, please attach a copy.

Do you require a book to be purchased? \_\_\_\_ If yes, please list title, author and ISBN number.

Do you require a supply fee? \_\_\_\_\_ If yes, please describe what the supply fee covers and include the amount required that will be payable to the instructor. \_\_\_\_\_

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**Judson ISD Adult & Community Education**

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Mitzy Callender, ACE Clerk

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Converse, Texas 78109

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Submit form to [yschuler@judsonisd.org](mailto:yschuler@judsonisd.org) or [mcallender@judsonisd.org](mailto:mcallender@judsonisd.org)

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*For Office Use Only:*

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