

Arlington Community Education

Arlington High School 869 Massachusetts Avenue Arlington, MA 02476

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Course Proposal

Name: _____

Address: _____

Street _____ Town _____ Zip _____

Phone _____ (w) _____ (h)

E-mail: _____

Course Title: _____

Course Description: All text is subject to editorial revision and will be re-written to meet the ACE style. Humor, when appropriate, is most welcome. (Use more space if necessary.)

Equipment & Supplies

Required textbooks, supplies, etc. should be included in your description. If you plan to provide photocopies, you may charge students a copying fee that is included in your description. ACE cannot make photocopies for you.

- Equipment you require in classroom: (TV/VCR, overhead, large tables, computer, etc):

- List necessary supplies and include approximate cost:

- Materials fee you will charge students for materials/photocopies you provide: \$_____ per student (Community Ed will copy handouts up to 5 pages in length, with prior notice.)

Availability

Note: Classes begin as early as 6 pm and run no later than 10 pm; each class runs 1-1/2 to 3 hrs per session

- Session: Fall '08 (Sept 15-Dec 5) _____ Spring '09 (March 9 -May 22) _____
- Tuesday____ Wednesday____ Thursday____ No preference _____
- Preferred Dates: _____
- Total number of class sessions: # _____ from: _____ p.m. to _____ p.m.
- Maximum class size: _____

Experience/References

- Do you or have you taught this course elsewhere? Yes _____ No _____
If so, where? What do they charge for the course? What are you compensated?

- Include several sentences that describe your background/credentials, to run with the course description:

- Provide the names, addresses, phone numbers and email addresses of at least **THREE professional** references. They will be contacted after your proposal has been reviewed and an interview has taken place.

1. Name, title, phone & e-mail: _____

2. Name, title, phone & e-mail: _____

3. Name, title, phone & e-mail: _____

Thank you very much for your interest in Arlington Community Education. Feedback on this form or on any part of our program is always welcome.