



**FORM FOR PROPOSED CLASS**

*Come on... share what you know!*

**Deadlines:**

*Fall proposal, August 1<sup>st</sup>*

*Winter proposal, December 1<sup>st</sup>*

*Spring proposal, February 1<sup>st</sup>*

**Form for proposed class:** Fall \_\_ Winter \_\_ Spring \_\_ Session(s)

Your name \_\_\_\_\_  
Course title \_\_\_\_\_  
Your address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Phone number \_\_\_\_\_  
E-mail \_\_\_\_\_  
Course location preference  
NHS \_\_ Other (name) \_\_\_\_\_

**Availability to teach (check all that apply).**

Day \_\_ Night \_\_ Mon. \_\_ Tues. \_\_ Wed. \_\_ Thurs. \_\_ Fri. \_\_ Sat. \_\_ Sun. \_\_

**Note: We do not run classes at the high school on weekends. We find other venues.** If you have a specific date, please enter it here or if you have dates when you are unavailable, indicate that.

**Class/workshop length (maximum 8 weeks)**

Number of classes \_\_ Number of hours per class \_\_  
Number of persons (max.) \_\_ (Note: we require 4 students to run a class unless other arrangements are made)

**As you prepare your class description, consider the following:**

1. Who should take your class?
2. What is the most interesting/exciting/compelling reason for someone to take your course?
3. For what problem/challenge might your course be a solution?
4. Upon completion of your course, what will the student comprehend or be able to do that he/she could not do before taking it?
5. What was it about the subject that initially caught your interest?

**Course description:** This is the description that will appear in the catalog. Think about the message you want to send to potential students. Keep in mind that all text is subject to editorial revision and may be edited to conform to the catalog style).

**What can a student expect to gain from your class?**

**What prerequisites are necessary?**

**Please indicate any unique features of your class (for example: field trips, special materials, etc.)**

**Format (check as many as apply):**

Lecture \_\_\_\_ Video, film, slides, other audio-visual materials \_\_\_\_  
Demonstration \_\_\_\_ Field trip \_\_\_\_ Participation \_\_\_\_ Textbook \_\_\_\_  
Simulation, role playing \_\_\_\_ Supplies/material fees\* \_\_\_\_ (cost per student)

Other (be specific) \_\_\_\_\_

**Please present an outline/syllabus for your course and attach it to your application.**

Include biographical information including your education, professional/avocational experience as related to the proposed subject matter, prior teaching experiences, experience with adult learning and education and relevant awards and achievements.

**Please submit to:**

Victoria Hendrickson  
Adult and Community Education  
Newburyport High School  
241 High St  
Newburyport, MA 01950

Phone: 978-465-1257

**Please note: A two-hour orientation program will be offered and may be required for those without teaching experience. Call 978-465-1257 to confirm date & time.**

**Salary - \$20 per hour of class**

**NOTE: Enclosed please find the Catalog and for new teachers – a CORI, I-9, W-9, and an invoice, which will be sent to City Hall in order for you to be paid. Please fill out the forms, look over the invoice and let me know if you have questions, corrections, etc. Returning teachers may find a copy of the new CORI, which needs to be sent out and returned to the office.**

- **We will know one week before class begins whether or not enough students have signed up for your class for it to run. If we don't contact you, please contact us!**
- **In the front hallway of the high school you will find the classroom assignments on the white board.**
- **A roster will be provided and registration forms for those who may show up not having registered. Kindly collect their registration form and the money before class. If they don't pay, they can't stay! (Scholarship students are registered before start-of-class.)**

**Finally, we try to cover all the bases, but can get overwhelmed and something falls through the cracks. Kindly be patient! Vicki Hendrickson**

**Thanks for your help. Please e-mail me with any problems:  
vhendrickson@newburyport.k12.ma.us**