



**Community Education Class    Spring 2018, January 29<sup>th</sup>, 2018 – April 26<sup>th</sup>, 2018**

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

**(Required if new instructor)** Only changes to your address, email or cell number need to be listed. If no changes, leave blank.

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Course (office use only): \_\_\_\_\_

**Class Title:** \_\_\_\_\_

(Required)

**Course description, as you would like it to appear in print:**

*(We reserve the right to edit all descriptions for content and space.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Spring 2018 Semester Dates: January 29<sup>th</sup>, 2018 – April 26<sup>th</sup>, 2018**

**Day(s):** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

*(Please no Fridays or weekend days)*

**Number of Class(es):** \_\_\_\_\_ **Time from:** \_\_\_\_\_ **Time to:** \_\_\_\_\_

**Maximum class size:** \_\_\_\_\_

List any fees/supplies students will need to bring to the first class:

List any instructional tools you will need supplied by our school (projector, tv, vcr, etc.):

*Thank you for being part of our Petaluma Adult School team!  
Please email questions to Erika at eschiefer@petk12.org.*



Submit this **proposal** *and* your **resume** to our office. Please include any specific experience you have for teaching the class. Proposals will be reviewed and you will be notified with our decision.

We are available for questions, M - TH, 8 a.m. - 4:30 p.m. and Fridays, 8 a.m. - 3 p.m.

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

200 DOUGLAS STREET  
PETALUMA, CA 94952  
707-778-4633

Teacher Biography: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where have you taught this class before: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Teaching techniques:

Presentation

Demonstration

Discussion

Lab

Individualized instruction

Other

Course outline:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

*Thank you for being part of our Petaluma Adult School team!  
Please email questions to Erika at eschiefer@petk12.org.*