



Community Education Class **Fall 2018, September 4th, 2018 – November 15th, 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.)

Fall 2018 Semester Dates: September 4th, – November 15th

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: _____

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. _____

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