



Biddeford

Adult Education

Give Yourself a Raise . . . Education Pays

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www.biddeford.maineadulted.org

Dave Durkee

Director

Susan E. De Cesare

Community Adult Ed. Leader

Course Proposal Form

A. PROPOSED COURSE

Course Title: _____

Begin Date: _____ End Date: _____ Total Course Dates: _____

Day(s) of Week: Mon Tues Wed Thurs Fri Sat

Class Time: 9:00am-12:00pm 12:30pm-3:30pm 5:30pm-8:30pm (T or W only)

If other times are required, please discuss with Coordinator.

Minimum Enrollment _____ Maximum Enrollment _____

B. COURSE DESCRIPTION – print clearly your description as you would like it to appear in the brochure.

Description should be between 40 and 120 words.

C. LOGISTICS

Will you be providing students with materials for this course? Yes No

Will the student(s) be paying you directly for these materials? Yes No

If yes, please provide amount student will pay. \$_____

Is there a material list we should provide the students with? Yes No

If yes, please provide on a separate sheet of paper.

Does this course require a computer lab? Yes No

If this course requires a computer lab, what software will be required? _____

Is there special equipment necessary (ie. VCR/DVD player, projector, LCD projector, etc.). Please list.

Do you require Biddeford Adult Education to order textbook(s)? Yes No

Text Title _____

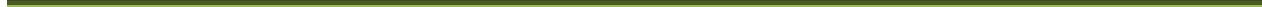
Author _____ ISBN _____

Where can this book be purchased? _____

Will you need an instructor manual? Yes No

D. INSTRUCTOR INFORMATION

| | | |
|---|---|----------------|
| First Name | Last Name | DOB |
| Address | | City/State/Zip |
| Phone _____ | <input type="checkbox"/> Home <input type="checkbox"/> Cell | Phone _____ |
| <input type="checkbox"/> Home <input type="checkbox"/> Cell | | |
| Email Address | | |



SEMESTER DATES:

FALL SEPTEMBER-DECEMBER (USUALLY BEGIN TUESDAY AFTER LABOR DAY AND END THE WEEK BEFORE CHRISTMAS)

WINTER JANUARY-MARCH (USUALLY BEGIN TUESDAY AFTER MARTIN LUTHER KING, JR. DAY)

SPRING APRIL-JUNE (USUALLY END SECOND WEEK OF JUNE)

NO SCHOOL ON THE FOLLOWING DAYS:

- ✓ COLUMBUS DAY
- ✓ VETERAN’S DAY
- ✓ NO EVENING CLASSES THE NIGHT BEFORE THANKSGIVING
- ✓ THANKSGIVING AND DAY AFTER
- ✓ CHRISTMAS WEEK AND NEW YEARS WEEK
- ✓ FEBRUARY SCHOOL VACATION
- ✓ APRIL SCHOOL VACATION
- ✓ MEMORIAL DAY

SATURDAY DATES WILL BE PROVIDED PER SEMESTER

Course Information

Location:

- Learning Center
 _____ Room 16 (Auditorium)
 _____ Room 18A (Rotary Room)
 _____ Room 23 (Kitchen)
 _____ Room 24 (Altrusa Room)
 _____ Room 26 (Saco Bay Room)
 _____ Room 27 (Eagles Room)
 _____ Room 28 (Lions Room)
- Center of Technology Room _____
- High School Room _____
- Middle School Room _____
- Intermediate School Room _____
- Primary School Room _____
- JFK Kindergarten School Room _____
- Off Site
 Address _____

Course Category for Database and Brochure:

- Adult/College Transitions
- Enrichment
 _____ Enrich Yourself _____ Health & Safety Education
 _____ In The Kitchen _____ Music & Dance
 _____ Mind & Body Wellness _____ Personal Finance
 _____ Hobbies & Interests _____ Places to Go
 _____ Computers & Technology _____ Be Creative
- Family Literacy
- HiSET
- High School Academics
 _____ English Course _____ Fine Arts Course
 _____ History Course _____ Computer Course
 _____ Social Studies Course _____ Elective
 _____ Science Course
- Career Advancement/Improvement
 _____ Business & Skills Training _____ Healthcare Training
 _____ Clerical Certificate Program _____ Tools & Trades
 _____ Computers & Technology _____ Workforce Training
- Adult Literacy
 _____ ABE
 _____ ESOL

What are we paying the instructor?

Hourly fee _____
 Percentage _____
 Per Student fee _____

What are we charging the student?

| | |
|--|-----------|
| _____ | _____ |
| Fee | NR Fee |
| _____ | _____ |
| Book | Lab |
| _____ | _____ |
| Mat Fee | Other Chg |
| <input type="checkbox"/> Payable at registration | |
| <input type="checkbox"/> Payable to instructor | |

Teacher Information

Employment Function

- _____ Local Teacher (complete info below)
 _____ Local Counselor
 _____ Local Paraprofessional
 _____ Not NRS Report

Certificate Expiration Date: _____

Years of Experience

- _____ Less than One Year
 _____ One to Three Years
 _____ More than Three Years

Types of Certificates

- _____ Adult Education Certificate
 _____ K-12 Certification
 _____ Special Education Certification
 _____ TESOL Certification