

**WALLINGFORD ADULT EDUCATION
GENERAL INTEREST PROPOSAL FORM**

Course Title: _____

M.T.W.TH.S. _____ :__ to __:_____

(circle day of wk) # Weeks School Evening Hours Starting Date Max. Students

COURSE DESCRIPTION: Include target population: beginner, intermediate or advanced; prerequisite if needed; and what will be learned. (Limit: 30 words)

The following supplies should be brought to the first class session by the student:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Instructor will supply the following for a charge of \$_____/per student.

1. _____
2. _____
3. _____
4. _____
5. _____

Instructors must present an itemized bill to the office for reimbursement. The office will collect the money from the students.

If a textbook is required please complete:

Title: _____

Is textbook provided by instructor?

Edition: _____

YES NO

Publisher: _____

INSTRUCTOR'S NAME: _____
Last First

ADDRESS: _____
No. Street Town Zip

PHONE: Home _____ Cell Phone _____ Work _____
e-mail address _____

BIOGRAPHY:

WALLINGFORD ADULT EDUCATION

COURSE TITLE: _____

INSTRUCTOR: _____

OBJECTIVES: (What will students be able to do after completing this course?)

CONTENT: (Give an outline of the course.)

ASSISTANCE: (Things you will need: AV equipment, handouts, etc.)

NEW TEACHERS: After reviewing your application and course description, I will be in touch with you concerning an interview.

**WALLINGFORD ADULT & CONTINUING EDUCATION
LEARNING CENTER
AT THE RAILROAD STATION
37 HALL AVENUE
WALLINGFORD, CT 06492
Phone 203/269-3670 | Fax 203/269-1376
www.wallingfordadulthoodeducation.org**