

Town of Amherst Leisure Services and Supplemental Education Department
70 Boltwood Walk, Amherst, MA 01002
413-259-3065 (phone) 413-259-2407 (fax)

COURSE PROPOSAL FORM

INSTRUCTIONS: Please fill out this form as completely as possible and attach any pertinent supporting information or materials (e.g.-samples, articles, reviews) you deem helpful. Bear in mind that this is a **draft** course proposal and that final details and arrangements will be worked out with the Adult/Youth Education Program Director. If you are proposing to teach more than one class, please make additional copies of this form and complete one form for each class proposed.

Name _____

Address _____
(street) (city/state/zip)

Social Security Number _____ E-Mail Address _____

Home Phone _____ Work Phone _____ Fax _____

Cell Phone _____

Proposal

1. Course title _____

2. Purpose of course _____

3. Goals of course _____

4. Style of instruction to be used _____

5. Targeted population _____

Description

(100 words or less)

*Please write a brief course description suitable for publication in **Amherst Leisure Times**, our seasonal brochure. Your course description should briefly state the goals of the course and the methods to be used to obtain those goals as well as specify the age range of participants targeted.*

Outline

Please attach an outline of what will happen weekly throughout your course

Details

1. Minimum number of participants _____
2. Maximum number of participants _____
3. Targeted age group _____
4. Number of course sessions _____
5. Time length of each session _____
6. Proposed day(s) of the week _____
7. Proposed times of session _____

8. Type of space/facilities needed _____

9. Equipment needed _____

10. Season(s) you wish to teach (Fall, Winter, Spring, Summer) _____

