

**HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT  
ADULT & CONTINUING EDUCATION**

8 Bartles Corner Road – Suite 2, Flemington, NJ 08822  
Phone: (908) 788-1119 ext 2007 Fax: (908) 284-1391  
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**Course Proposal Form**

*Thank you for your interest in teaching for the Adult & Continuing Education. We offer 2 sessions per year (fall & spring). The selection of courses for the fall catalog is done in May and October for the spring catalog. Our current course listings and online registration can be found on our web site [www.hcvsdadulthood.org](http://www.hcvsdadulthood.org) Please complete the following form and return it along with your resume to our office. If you have any questions, please call Ms. Shockley at 788-1119 ext. 2007.*

Name: _____	Date: _____
Address: _____	
_____	
City: _____	State: _____ Zip: _____
Home phone: _____	Cell Phone: _____
Email/Website: _____	

**Proposed Course title:** \_\_\_\_\_

**Course objective:** \_\_\_\_\_

**Course Description:** (as it will appear in the catalog that accurately describes and sells your course, suitable length for brochure). Tell the prospective student what they will gain by this experience.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**# of sessions & hours:** \_\_\_\_\_ **# of classes per week:** \_\_\_\_\_

**Preferred evenings to teach:** 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_  
(Bartles Campus available on Monday & Thursday and Central Campus Monday thru Thursday)

**Start/End date: Indicate what semester you would to teach or both**

(Classes are not held on major holidays, list dates when class will not be in session)

Fall semester (Sept – Dec) Start: \_\_\_\_\_ End: \_\_\_\_\_

Spring semester (Jan – May) Start: \_\_\_\_\_ End: \_\_\_\_\_

**Class Start/End time:** (evening classes do not start until 6 p.m. and end by 9 p.m. unless agreed upon by coordinator)

Start: \_\_\_\_\_ (p.m.) End: \_\_\_\_\_ (p.m.)

**Ideal class size?** \_\_\_\_\_

**Minimum number of students: 5**

**Is any prior experience required for a student to take this course? If yes, what do they need?**

\_\_\_\_\_

\_\_\_\_\_

**Course Requirements:**

Required student textbook(s) or materials that students must purchase, include Name, ISBN#, Edition and Author of textbook: \_\_\_\_\_

\_\_\_\_\_

Material fee, if any, for instructor-supplied materials (please attach detailed list) \$ \_\_\_\_\_

Instructor Needs: (Instructional materials/books, etc.) \_\_\_\_\_

\_\_\_\_\_

**Equipment/software needs?** All classrooms are equipped with LCD projector and Internet access. Laptops have Microsoft Office 2007 & 2010 (Word, Excel, Publisher, and PowerPoint) and a MAC computer lab. Please list any additional equipment/software if needed.

\_\_\_\_\_

**Your bio (1- 2 sentences) Summarize your experience/credentials as they relate to the course you are proposing to teach and attach a resume. We will share this information with prospective students.**

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