

**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
cshockley@hcvsd.org site: www.hcvsdadulthood.org

Class Proposal Form

Thank you for your interest in teaching for the Adult & Continuing Education. We offer 2 sessions per year (fall & spring). The selection for yearly classes is done in May for fall & spring semesters. Our current class listings and online registration can be found on our web site 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 Class title: _____

Class Objective: _____

Class 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: 1st choice: _____ 2nd 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? _____

Class 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.