**Berkeley Adult School (BAS)**

**Form for teachers planning to continue teaching a
Community Education (CE) Class**

*Classes can be weekdays, weeknights M-Th or one Saturday a month, dates TBA soon. Weekday and evening classes may be taught once or twice a week. CE terms are typically 9 weeks; there are two per semester.* *Courses may be shorter than 9 weeks if that is appropriate to the topic or if you wish to have a lower price for the class. Fees are based on hours of instruction.*

Please mark whether you wish to teach each class in term 1 or 2, or both. Please indicate which day of the week you wish to teach. For Saturday classes please indicate your first choice for which months you want to offer your class.

Saturdays: Feb. 3, Mar. 3, Apr. 14, May 5 & Jun. 2

Term 1 – (January 30 – March 30, 2018)

Term 2 – (April 9 – June 15, 2018)

**This request must be submitted no later than 8/25/17**

**Name:**

**Phone** #:

**Email**:

**Course Title:**

Number of class sessions: \_\_\_\_\_\_\_\_ Length of each class session:\_\_\_\_\_\_\_\_\_
*If there is any change to your course description please attach the new version.*

List dates/days/time offered and the classroom used when you teach:

Does the classroom require special props or equipment? Please list:

**Date Submitted:\_\_\_\_\_\_\_\_**
Please submit to joanneriverabalino@berkeley.net

**Office use only: Approved Modified Denied**

Date teacher notified: Authorized Initials/date:

**Comments:**

Fees Room # Start date:

Days/time offered:

*titled CE proposal Spring 18*