

Berkeley Adult School (BAS)
Proposal form for a new Community Education (CE) Class

Date Submitted:

Name: _____

Course Title: _____

Contact Info: Mobile _____ Home _____ Work _____

Email: _____

Class dates requested: _____

Number of class sessions: _____

Length of each class session: _____

Days and times you are available to teach:

1st choice _____ 2nd choice _____ 3rd choice _____

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

1. An attention-grabbing course description of 40 words or fewer to be published in the BAS catalog. Please submit the description as a digital PDF.

2. Course Outline:
State the goals and objectives of the course.

3. Briefly state the objectives and activities for the first 3 classes.
Week #1
Objective:

Activities:

Week #2
Objective:

Activities:

Week #3:
Objective:

Activities:

Please submit your proposal to: **KathleenDavis@berkeley.net.**

Interviews will be scheduled twice a year.

Classes can be weekdays, weeknights M-Th or the first Saturday of the month (unless it is a holiday in which case classes move to the second Saturday).

Weekday and evening classes may be taught once or twice a week. Student fees are based on hours of instruction.

If you are a current BAS teacher this course proposal is all you need to submit.

If you are new to BAS please submit a letter of interest, a résumé, names and contact information of two references, and this course proposal.

Teachers may submit a **maximum of 2 new proposals per semester.**

Office use only:	<input type="checkbox"/> Approved	<input type="checkbox"/> Modified	<input type="checkbox"/> Denied
Date teacher notified:	Authorized Initials/date:		
Comments:			
Fees	Room #	Start date:	
Days/time offered:			