

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

**Date Submitted:**

**Name:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Contact Info: phone #'s \_\_\_\_\_

Email: \_\_\_\_\_

Class dates requested: \_\_\_\_\_

Number of class sessions: \_\_\_\_\_

Length of each class session: \_\_\_\_\_

Days and times you are available to teach:

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

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

**1. An attention-grabbing course description of 50 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: **MyrettaWhitaker@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.**

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