



White Bear Lake Area Schools
Community Services and Recreation

Course Outline/Proposal
Spring 2012

Adult Enrichment

4855 Bloom Ave.

White Bear Lake, MN 55110

(651) 407-7507 Fax (651) 407-7502 email andrea.wildman-hilal@isd624.org

Spring class dates: April 16-June 6

Dates to avoid: May 28

Use a separate form for each class you propose to teach. Proposals must be returned by January 31 to be included in the spring brochure. Please note: This proposal is not a confirmation of your current class.

All scheduled classes are at the discretion of the Coordinator. A submitted proposal is NOT an approved class.

Confirmations of selected classes will be mailed out 1-2 weeks prior to brochure printing.

Instructor/Contact Name

Address

Organization

Phone: Home Work Other

E-mail Address

Course Title

Course Description In 50 words or less please, write the description as you would like to see it printed in our brochure.

Dates Time # of Sessions

Location Preference North Campus South Campus Central Sunrise Other

Maximum # of Students

Participant Material Cost \$ Collected by Instructor or Include in the Cost of Class

Materials and equipment to be supplied by the Student

Special/Specific Needs

Room Set-up

Audio/Visual Equipment Needed: Overhead TV/VCR Projector

of Photocopies Needed we can make copies for you. But need the originals one week prior to the first class date

Additional necessary information on back.

What is the student expected to know or be able to do at the end of the course?

Method of Instruction

Such as simulations, role playing, lecture, group discussion, etc.

One Sentence Biography

In 35 words or less please write a biography of yourself that highlights the experience you bring to the proposed class.

Return to the address printed on the front of this form.

Office Use Only

Instructor Rate of Pay \$ _____

Timecard/Invoice _____

Total Hours _____

Total Cost \$ _____

Class Fee \$ _____

Permit # _____