

**NEWBURYPORT
LIFELONG LEARNING
LYCEUM**

a partnership
**The Newburyport Literary Association and
Newburyport Adult & Community Education**

Come onshare what you know!

Proposed class _____

Your name _____
Course title _____
Your address _____
City, State & Zip _____
Phone number _____
E-mail _____
Course location preference
NHS ___ Other (name) _____

Availability to teach (check all that apply).

Day ___ Night ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat. ___ Sun. ___

Note: All classes will be taught at a venue that is handicapped accessible.

If you have a specific date, please enter it here or if you have dates when you are unavailable, indicate that.

Class/workshop length (maximum 6 weeks)

Number of classes ___ Number of hours per class ___ (we recommend no more than 2 hours).
Number of persons (max.) ___

As you prepare your class description, consider the following:

1. Who should take your class?
2. What is the most interesting/exciting/compelling reason for someone to take your course?
3. For what problem/challenge might your course be a solution?
4. Upon completion of your course, what will the student comprehend or be more aware of?
5. What was it about the subject that initially caught your interest

Course description (This is the description that will appear in the catalog. Think about the message you want to send to potential students.

Keep in mind that all text is subject to editorial revision and may be edited to conform to the catalog style).

What can a student expect to gain from your class?

What prerequisites are necessary?

Please indicate any unique features of your class (for example: field trips, special materials, etc.)

Format (check as many as apply):

Lecture ____ Video, film, slides, other audio-visual materials ____

Demonstration ____ Field trip ____ Participation ____ Textbook ____

Simulation, role playing ____ Supplies/material fees* ____ (cost per student)

Other (be specific) _____

Please present an outline/syllabus for your course and attach it to your application.

Include biographical information including your education, professional/avocational experience as related to the proposed subject matter, prior teaching experiences, experience with adult learning and education and relevant awards and achievements.

Please submit to:

Victoria Hendrickson
Adult and Community Education
Newburyport High School
241 High St
Newburyport, MA 01950

Phone: 978-465-1257

- **Please note that, if after offering your class twice and it does not populate, there is a great likelihood we will not run it again.**