

NEWBURYPORT
Adult & Community Education

Come onshare what you know!

Proposed class _____

Date: Session (fall / winter / spring / summer) _____

Year _____

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: We do not run classes at the high school on weekends. We find other venues.

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 8 weeks)

Number of classes ___ Number of hours per class ___

Number of persons (max.) ___ (Note: we require 4 students to run a class unless other arrangements are made)

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 able to do that he/she could not do before taking it?
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

Salary - \$20 per hour of class

Please note: A 2 hour orientation program will be offered and is required for those without teaching experience. Thursday, September 21, 2010 - NHS Library – 7:00 p.m.

NOTE: Enclosed please find the Catalog and for new teachers – a CORI, I-9, W-9, and an invoice, which will be sent to City Hall in order for you to be paid. Please fill out the forms, look over the invoice and let me know if you have questions, corrections, etc. Returning teachers may find a copy of the new CORI, which needs to be sent out and returned to the office.

***We will know one week before class begins whether or not enough students have signed up for your class for it to run. If we don't contact you, please contact us!**

***In the front hallway of the high school you will find the classroom assignments on the white board.**

***A roster will be provided and registration forms for those who may show up not having registered. Kindly collect their registration form and the money before class. If they don't pay, they can't stay! (Scholarship students are registered before start-of-class.)**

Finally, we try to cover all the bases, but can get overwhelmed and something falls through the cracks. Kindly be patient!

Thanks for your help. Please e-mail me with any problems:

vhendrickson@newburyport.k12.ma.us

- **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.**