

Newburyport Adult & Community Education (NACE) CLASS PROPOSAL FORM

Nock Middle School
70 Low Street, Newburyport, MA 01950
978-465-1257 * 978-992-8060 (direct)
www.newburyportadulthood.org

Thank you for your interest in our program!

You do NOT have to live in Newburyport to teach or take a class!

NACE is a stand-alone, self-supporting community program whose mission is to promote life-long learning for adults of all ages. Whether academic, professional, or personal enrichment, our wide array of classes are interesting, diverse, and fun! While we operate under the auspices of the Newburyport School System, we are supported primarily by class revenue. No tax dollars are allocated to this program.

PROPOSED CLASS _____

Course Title _____

Your Name _____

Address _____

City, State & Zip _____

Cell Phone _____

E-mail _____

COURSE DESCRIPTION - Please attach a short paragraph describing the course you are proposing. This will appear in the catalog and on our website. Think carefully about the message you want to send to potential students and be specific. Keep in mind that all text is subject to editorial revision and may be edited to conform to the catalog style. Visit www.newburyportadulthood.org and/or printed catalogue for examples.

Include the following information - What can a student expect to gain from your class? Are there any prerequisites? Indicate any unique features of your class (for example: field trips, special materials required, etc.) If applicable, be sure to include any books or other supplies (ie. art) students will need to purchase for the class.

As you prepare your course 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?

AVAILABILITY - Which days/nights are you available to teach? Classes are usually scheduled to start at 6:00 or 6:30 PM (Monday - Wednesday evenings) and are held at the Nock Middle School on Low Street. If appropriate, some classes may be held via Zoom, offsite, days, or weekends.

The maximum number of weeks for a class to run is 8 weeks. Many classes are 4, 5 or 6 weeks in length; 1 or 2 night "workshops" are also popular. Classes are typically 1.5 or 2 hours in length. ***Everyone must be out of the building no later than 8:30pm.*** Please plan your time/content accordingly. A minimum of 4 students is required for a class to run.

Number of Weeks _____ Number of Hours Per Class _____

Preferred Time _____ Maximum # Students _____

Check All That Apply:

Lecture _____ Demonstration _____ Overhead Projector _____

Field Trip _____ If so, please explain _____

Do you have any other requirements we should know about?

Do you have a studio where you conduct classes? Explain.

***BIOGRAPHICAL INFORMATION** – Please include 1 or 2 sentences such as your background, education, teaching and/or professional experience, achievements etc. as it relates to the proposed subject matter. (**Note:** Subject to editing.)

**** IMPORTANT INFORMATION ****

All new teachers are required to provide a completed **W-9 form, CORI form, and a copy of your license**. These forms will be emailed to you when your proposal has been accepted. Please return ASAP before your class starts and so you can get paid.

We will typically know 2-4 days before class begins whether or not enough students have registered for your class for it to run. **We will email you the names and emails of all registrants. Feel free to email them before class to make an intro. Please print that email and bring it with you on the first night of class as it will serve as your attendance sheet.** Please inform us if there was anyone in attendance who was not on that roster so we can follow up.

On the first night of classes, the room assignments will be listed on a white board located in the main entrance of the Middle School (which faces Low Street), with directions to the room. ** There is no entry into the building from the side doors facing the large parking lot.

On the last night of class, please hand out the class/teacher evaluation forms to all students and put the completed forms in the **mailbox on the door of the Adult Ed office next to the library. Across from room 126.**

** Leave no trace. Per the administration, teachers and students **MUST** leave the classrooms exactly as they found them, including chairs and desk placements, whiteboard. Students must take their coffee cups, water bottles, etc. with them.

***Please note that if there is no school for the following reasons: school holiday, school vacation, or inclement weather, etc., there will also be no adult ed classes.** Check our website, Facebook and Instagram for updates.

Thank you for your interest in our important community educational program!

We are always looking for teachers to share their skills, talents, passion, and knowledge. If you know of anyone who may be interested, feel free to send them our way.

Please email Patty St John, Director for more information.
pstjohn@newburyport.k12.ma.us

Stay in the Loop!
Follow us on Facebook and Instagram.