



**Newburyport Adult & Community Education  
CLASS PROPOSAL FORM**

Nock Middle School  
70 Low Street, Newburyport, MA 01950  
978-465-1257 \* 978-992-8060  
[www.newburyportadulthood.org](http://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](http://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.

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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 depending upon subject. Classes are typically 2 hours in length. **Due to school policy and security purposes, everyone must be out of the building by the time the class is scheduled to end.** Please plan your time/content accordingly. A minimum of 4 or 5 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?

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

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**\*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.)

**Please email Patty St John, Director, for more information.**

[pstjohn@newburyport.k12.ma.us](mailto:pstjohn@newburyport.k12.ma.us)