



CLASS PROPOSAL FORM

Greater Newburyport Adult & Community Education

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

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

GNACE is a stand-alone, self-supporting community program whose mission is to provide life-long learning opportunities for adults of all ages. Whether personal enrichment, academic, or professional, 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 fees. No tax dollars are allocated to this program.

Date _____

Topic _____

Proposed Class Title _____

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____

E-mail _____ Website _____

How did you hear about GNACE? _____

COURSE DESCRIPTION - Please attach a *short paragraph* describing the course you are proposing. This will appear in the catalog and on our website and should accurately reflect what the class will offer. 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 specs. 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 on Thursdays via Zoom, offsite, days, or weekends. These details will be coordinated with GNACE and instructor.

The maximum number of weeks for a class to run is 8 weeks (full semester). Many classes run for fewer weeks and some are one-night workshops. Classes are typically 2 hours in length. The class day/ time/ location will be coordinated with the Director. **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, to be determined by GNACE.

Number of Weeks _____ Number of Hours Per Class _____

Preferred Time _____ Maximum # Students _____

Check All That Apply:

Lecture _____ Demonstration _____ Overhead Projector Needed? _____

Field Trip _____ If so, please explain _____

Do you have any other requirements we should know about?

***BIOGRAPHICAL INFORMATION** – Please include a sentence bio.

Class descriptions, bio, etc. are subject to editing and/or shortening to meet the catalogue space requirements.

Thank you for your interest in teaching with GNACE!

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

pstjohn@newburyport.k12.ma.us