



RSU#3 Adult & Community Education
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**RSU#3 Adult & Community Education
Course Proposal**

Thank you for your interest in teaching a course through RSU#3 Adult & Community Education. Please describe the course you would like to teach and indicate your preference for days and times.

Name:	<input type="text"/>	Home Phone:	<input type="text"/>
Address:	<input type="text"/>	Cell Phone:	<input type="text"/>
City/Zip:	<input type="text"/>	Work Phone:	<input type="text"/>
Email:	<input type="text"/>		

Which semester would you like to teach?

- Fall Winter/Spring

Course Name:

Please describe who the course is designed for, any prerequisites that will be necessary to be able to participate, and what the students will be able to do as a result of taking this course:

Course Description:

If a book is required, list the title, publisher, ISBN and cost. If students are expected to supply materials for this class, please itemize an approximate cost. If special equipment is needed, please indicate below.

Books and Materials:

Please list the preferred day and time for your class as well as the number of sessions and maximum number of students. Most classes meet one night per week for 1 ½ to 3 hours per session. Courses can be anywhere from one night workshop to up to 15 weeks.

Day: Time: # of Classes: Class Limit:

The **Fall semester** runs from after Labor day to Christmas break. No classes are scheduled for Columbus Day, Veterans Day, and Wednesday & Thursday of Thanksgiving week.

The **Winter/Spring semester** runs from the second week of January to mid-May. No classes on Martin Luther King Day and no classes are scheduled during school vacations in February and April.

1. Instructors, in conjunction with the adult education director, choose the following: * The day of the week - Monday, Tuesday, Wednesday, Thursday * The number of sessions - 1 to 15 * The length of the class - 1 hour, 1 ½ hours, 2 hours, 2 ½ hours or 3 hours * The time - examples: 3 hour classes usually run from 6-9 p.m., a two hour class might run from 6-8 p.m. or 6:30-8:30 p.m., etc. * The start date - most fall semester classes begin during the first two weeks after Labor Day, most winter/spring classes begin the last week in January to the first week of February (Please note in some cases courses start according to instructor availability.)
Enrichment courses may also start after February vacation.

2. Academic courses for high school completion credit must meet for 45 hours (usually 3 hours per week for 15 weeks).

3. The pay rate per instructional hour is \$16 - \$20 depending on experience for non-academic courses and \$16 for certified teachers of academic courses.

4. Classes are advertised in our brochure which is delivered to every household in Waldo County.

5. We usually require a minimum number of registrations to run a course. Instructors and students are notified 24 hours before the start date of the class if it is cancelled.

6. Proper certification is necessary for teachers of academic subjects in the high school diploma program and the HiSET preparation.

7. We determine the price for the course which is affected by the length of the course, materials, the market, and whether it is subsidized by the state.

Thank you for your interest in teaching for our program!

Office Use Only:

Start Date: _____

End Date: _____

Fees: Reg: \$ _____

Course: \$ _____

Lab: \$ _____

Material:\$ _____

Book: \$ _____

TOTAL: \$ _____