

Lawrence Adult Education

4 School Street
Fairfield, Maine 04937

207.453.4200, ext. 3114

www.lawrenceadulted.org

207.453.4225, fax

COURSE PROPOSAL

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

Name:

Home Phone:

Address:

Cell Phone:

City/Zip:

Work Phone:

E-mail:

Which semester would you like to teach?

Fall Winter/Spring Summer

Course Name:

Preferred Building/Room:

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:

Office Use Only:

Start Date: _____

End Date: _____

Fees: Reg: \$ _____

Course: \$ _____

Lab: \$ _____

Material \$ _____

Book \$ _____

TOTAL \$ _____

Please provide a short description of yourself, the instructor, for the brochure:

Inst. Information:

If a book is required, list the title, publisher, ISBN and cost.

If students are expected to supply materials for this class, please itemize and approximate cost. If special equipment is needed, please indicate below.

Books and Materials:

Notes:

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 1/2 to 3 hours per session. Courses can be anywhere from one night workshop to up to 15 weeks.

Day:

Time:

of Classes:

Class Limit:

MORE INFORMATION...

The **Fall semester** runs from Labor Day to the Christmas break. No classes are scheduled for Columbus Day, Veteran's Day, and Wednesday & Thursday of Thanksgiving week.

The **Winter/Spring semester** runs from the end of January to mid-May. 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. New instructors will be invited to an orientation in August or January prior to the start of classes.
4. The pay rate per instructional hour is \$17 for non-academic courses and \$19 for certified teachers of academic courses.
5. Classes are advertised in our brochure which is delivered to every household in M.S.A.D. #49.
6. 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.
7. No certification or degrees are necessary except for teachers of academic subjects in the high school diploma program.
8. We usually build materials or textbook fees into the course price, so please be prepared with the information about these costs.
9. 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!