



*Williamsville
Community Education
Course Proposal Application*

Please type or print neatly and **send a separate form for each class you want to teach**. Complete all items on this application form. Do not write "see attached". Forms that are incomplete will be returned.

Returning instructors - if you are proposing the same class as the previous term, you don't need to include references and you may tell us to use the previous description for your course and instructor biography (though we recommend an occasional revision). However, you must **fill out all other items on this form**. If you are proposing a new course, attach a course outline.

Instructor: _____	Social Security #: _____
Address: _____	Day Phone: _____
_____	Eve Phone: _____
_____	FAX: _____
Email: _____	
May we give your phone number/email to prospective students? (please circle one for each item)	
Day: Yes No	Evening: Yes No
Email: Yes No	

Proposed Course Title: _____	
If class is Youth Program, what is age/grade requirement? _____	
Preferred Class Size: Minimum _____ Maximum _____	Proposed Course Fee: _____
Preferred Meeting Day(s): (circle) M T W Th F Sa Su	Alternate: (circle) M T W Th F Sa Su
Preferred Location (if any) _____	
Preferred Time: From _____ am/pm to _____ am/pm	Time Room Needs to be Open: _____
Beginning Date: _____	Ending Date: _____
Number of Sessions: _____	
Specify exact beginning and ending dates. # of sessions will be dependent on building availability	
Media Equipment Needed: _____	Special Room Needs: _____
Is there a materials fee? Yes _____ No _____	If yes, proposed fee \$ _____
<i>If you are charging a materials fee, a copy or sample of your materials must be provided to our office.</i>	
Do Students Require a Textbook? _____	Title, Author and ISBN: _____
Any Prerequisites Suggested/Required? _____	

Are you teaching anywhere else in the Greater Buffalo area? If so, where?

Please type or print neatly. We reserve the right to edit copy for space, grammar, clarity, and market appeal.

Course Description (In 50 words or less, using complete sentences, describe your course in the way you want it to appear in our publications. We will not print more than 50 words.):

Instructor Bio (In 25 words or less, using third person and complete sentences, describe your qualifications in the way you want it to appear in our publications. We will not print more than 25 words):

Professional References (Give the names of three people who can speak to your teaching ability and knowledge of the subject area you wish to teach):

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

Attach your course outline and resume.

Make sure to include previous employment and/or experience that qualify you to teach this course. Send proposal, resume, and course to:

Michelle Monaco Unger
Williamsville Community Education
105 Casey Road
P.O. Box 5000
East Amherst, NY 14051

For more information or to discuss your proposal contact: Michelle Monaco Unger at 716-626-8080 or communityed@williamsvillek12.org