



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: Best Phone #:
Mailing Address: Other Phone:
Physical Address: Email:
City/Zip: Which semester would you like to teach? Fall
 Spring

Course Name:

Course Description:

Please describe any prerequisites that will be necessary, and what the students will be able to do as a result of taking this course. Please include any necessary materials cost.

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

If special equipment is needed, please indicate it below.

Please list the preferred day and time for your class. Classes may be a one night workshop, several sessions, once a month or any necessary configuration. They may also be offered several time during a semester.

Date(s): Day of the week: Time: # of Classes: Class Min & Max:

For Holidays and vacation days we follow the RSU#3 school Calendar.

The pay rate per instructional hour is \$20.00.

Classes are advertised on Facebook, our website, and in our brochure which is delivered to every household in Waldo County.

We 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 canceled.

Thank you for your interest in teaching for our program!

Office Use Only:

Start Date: _____

End Date: _____

Total # of Hours: _____

Instructor Salary: \$_____

Course Fee: \$_____

Material:\$_____

Book: \$_____

TOTAL: \$_____