

OZS Adult Education Course Proposal Form

Instructor/Leader name: _____

Phone number: _____ Email address: _____

Proposed course title: _____

Course Format (select one): Lecture Discussion Workshop Other (If other, briefly explain.)

Duration: What is the proposed number of sessions? What is the frequency? What is the start/end date?
Is there a specific day of the week and time that is being requested?

Is there a specific target audience? If yes, briefly explain.

Course objectives: (What should a participant expect to learn, accomplish, and/or experience from this class?)

1. _____
2. _____
3. _____

Course summary: _____

Participant expectations: What level of attendance, participation, and practice is expected of participants?

Pre-requisites: What knowledge or materials are participants expected to bring to this course?

Cost: Will attendees be asked to pay for supplies, materials, or to help cover the cost of guest speakers?

This form should be submitted well in advance of the proposed start date to give time for course approval and promotion. We ask that proposals be turned in by the 15th of the month preceding your intended start date (i.e., 2-4 weeks in advance). For example, a course starting anytime in July should submit the proposal by June 15th. Under special circumstances, some events may require less lead time and be eligible for expedited approval. Courses requesting payment from participants or use of the OZS kitchen may need to be planned even further in advance. Please contact Janice Crane with questions at: janice.crane@jessamine.kyschools.us.

The Adult Education Committee's exists to provide guidance to course directors, offer logistical support, promote events, and match the needs of the community with the interests of available instructors. The success of our adult education program is thanks to our wonderful volunteer instructors! We thank you for your continued interest in belonging to this esteemed group, and we look forward to helping you along the way.