

Before you propose a course...

Tri-County Adult Education welcomes course proposals from potential instructors at any time. We review proposals on a rolling basis for the upcoming semester. Carefully read and review the following information. There may be a piece of data that will impact your decision to propose a new course for us.

Planning and Schedule

Tri-County Adult Education classes are scheduled twice each year:

- Fall -- mid September to early January
- Spring -- late January to early June

We begin planning classes at least five months before a semester begins, and we finalize our offerings about three months before a semester begins. Registration begins on the day the print catalog is released, which is the same day our web registration opens, approximately three weeks prior to the start of a semester.

Classes

We offer a wide variety of classes in many different formats: one-session workshops or presentations, multiple-session classes, panel discussions, lectures, and more.

Selection

We use the following criteria in making our decision to offer a new course:

- Is the proposed course distinct from current or recent programs?
- Have we offered something similar in the past, and was it successful?
- Is the topic of genuine interest to our community?
- Do you have expertise that supports the proposed idea?
- Do we think the class would draw interest from our current students and/or attract new students to us?
- Is this class offered nearby at a similar time?

If your proposed course or workshop is selected for further consideration, we will contact you.

Compensation

Tri-County Adult Education offers a wide variety of programs for adults at an affordable price. To continue this tradition, we offer modest stipends to our instructors. Some instructors kindly donate their teaching time. This is great help to us as we work to keep our courses affordable to all.

Proposal

We'll need your contact information, proposed title, short description of the class including how many hours/sessions you think your class may need, and a short biography. To the best of your ability, please include **all** of the information requested on the course proposal form. If we accept your proposal, we may edit your title and description to match our style, so please consider what you submit as a **draft**. We will contact you to discuss any changes we need to make to fit your course into our program.

Now that you've read all the information above, here is the course proposal form. Contact Shannon Reynolds, 508-528-5400, X126 or reynolds@tri-county.tc with any questions you have. Once you have completed the form, return it to us via eMail (reynolds@tri-county.tc) or USPS (Tri-County RVTHS-Adult Education, 147 Pond Street, Franklin, MA 02038).

Tri-County Adult Education Evening Program Proposal Form

Name of Program: _____

***Cost:** _____ **Maximum # Students** _____

Number of Sessions: _____ **# Hrs. per Session** _____

***Begin Date:** _____ ***End Date:** _____

Instructor: _____ **Phone:** _____

eMail: _____ **Alt. Phone** _____

Address: _____
and Street Town State ZIP

Prerequisites: _____
Protective clothing, equipment, prior knowledge or experience, etc.

Program Description (Brief version for brochure):

Attach Full Version plus Instructor Bio at the End of This File)

Textbook/Handouts/Materials: _____

Instructor has Available: Y N

To Be Ordered from: _____ **Cost per Student:** \$ _____

Technical Support Needs: _____

Training Objectives:

Training Objectives Achieved — How Measured?

Lesson Plan (what will be covered each session):

Other Notes or Suggestions:
