

WEST SHORE RECREATION COMMISSION

COURSE DESCRIPTION

Please complete this form with as much information as possible regarding the course you are interested in offering through the Commission. Submission of this form does not guarantee that your course will be offered by the Commission. However, all course description forms submitted will be reviewed and given consideration. Please make a copy for your own records.

Course Title _____

Instructor Name: _____

Phone: Home _____ Cell _____

Address _____

E-mail _____ Date _____

Write a brief definition/summary of your activity.

What are the goals and objectives of the course?

Is this course designed for Youth or Adult participants? (Circle one or both)

What specific age or grade range would this course be offered to?

How many persons can you supervise in a class? _____

How many weeks (sessions) should the class run? _____

How many hours should each session last? _____ Total hours _____

List any time periods throughout the year when you are not available?

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Is an advanced course possible? Yes/No (circle one) If yes, please complete an additional Course Description for the advanced course.

List any supplies needed through our office? Examples: Hand-outs, Printed Material, or Audio-Visual Equipment _____

What supplies will the participants need for the course? _____

What materials will you supply? _____

What is the approximate cost of materials? _____

Write a course outline (lesson plan) of what will be covered during each class meeting. (Use another sheet, if needed).

Have you taught this class before? Yes/No (circle one) If yes, when? _____
Where? _____

What was the name of the organization/Agency? _____

What was the pay rate you received? _____

What days during the week are you best suited to instruct? What times of the day?

