

Course Proposal Form

Westport Continuing Education Teaching Opportunities

Are you passionate about a hobby? An expert in a particular subject? Want to spread the word about your organization or business? Westport Continuing Education offers classroom and experiential learning programs for adults and children at all levels of creative, athletic, and academic development. Be bold, experiment, and embrace curiosity in the company of like-minded people. Submit a course proposal today.

Name

Street Address **City** **State** **Zip**

Home Phone **Work Phone** **Cell Phone**

Email Address

Course Description (to be used for advertising purposes; WCE reserves the right to edit any and all copy for accepted courses. Please limit your description to 150 words; attach a second sheet, if necessary):

Course Details (please answer as specifically as possible)

Number of sessions **Hour(s) per session** **Min./Max. students** **Materials fee per student (if applicable)**

Preferred day(s) of the week (M-Th) **Preferred start/end times** **Preferred start date**

\$ _____ per

Pay rate (indicate if per hour or class or student) **Student grade range and/or adult ed**

Equipment and/or materials needed:

please see page 2 →

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Instructor Biography (to be used for advertising purposes; WCE reserves the right to edit any and all copy. Please limit your description to 150 words; attach a second sheet, if necessary):

Instructor Qualifications (list relevant education, degrees, jobs; if this is a hobby and/or personal interest, indicate the length of time you have studied or otherwise been involved in the subject. Attach a résumé, if applicable.):

References (please list two people who can speak knowledgeably about your qualifications for the activity/subject listed above):

| | |
|-------------|---|
| Name | Contact information (phone and/or email address) |
|-------------|---|

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|-------------|---|
| Name | Contact information (phone and/or email address) |
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Instructor Availability: Fall (Sep-Dec) Winter/Spring (Jan-Jun) Summer (late Jun-Aug)

Please submit the completed form, along with a résumé (if applicable), by email to conted@westportps.org, mail to WCE, 70 North Avenue, Westport, CT 06880, or fax to (203) 341-1218.

For WCE use