

TAMALPAIS UNION HIGH SCHOOL DISTRICT  
Larkspur, California

COMMUNITY EDUCATION APPLICATION FOR NEW CLASS

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_  
Street/P. O. Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Title of Program/Class \_\_\_\_\_

Number of classes per week \_\_\_\_\_ Amount of time per class \_\_\_\_\_

Total number of classes \_\_\_\_\_

Pre-requisites (if any) \_\_\_\_\_

I. Statement of Purpose: Before you write your class description for our brochure, you must know:

I am writing to \_\_\_\_\_  
(who is the class for?)

For the primary purpose of \_\_\_\_\_  
(why are you giving this class?)

To accomplish \_\_\_\_\_  
(what are the benefits to the participant?)

with these methods \_\_\_\_\_  
(how will you reach these goals?)

II. Brief Description of Class for Brochure use in **50 words or less** (*we reserve the right to alter the description if necessary*):

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III. Course outline and allotted time for each session

|    | Topics | Time (hours) |
|----|--------|--------------|
| 1. | _____  | _____        |
| 2. | _____  | _____        |
| 3. | _____  | _____        |
| 4. | _____  | _____        |
| 5. | _____  | _____        |
| 6. | _____  | _____        |
| 7. | _____  | _____        |
| 8. | _____  | _____        |

IV. Where have you taught this activity before? \_\_\_\_\_

V. Teaching Techniques: (circle those applicable)      Demonstration      Group Discussion

Individualized Instruction      Lectures      Guest Speakers      Lab      Field Trips

Other \_\_\_\_\_

VI. Performance Objectives: (list some of the measurable skills or knowledge your students will acquire and changes in the students you anticipate by taking this course)

VII. How did you hear about our program? \_\_\_\_\_

VIII. Would you be willing to assist in promoting your class?      YES      NO

Please return this application form and attach your resume. Send to: TAM DISTRICT COMMUNITY ED., P. O. BOX 605, LARKSPUR, CA, 94977. Or you may fax it to 415-945-3767.

**YOUR PROGRAM APPLICATION WILL BE REVIEWED BY THE COMMUNITY EDUCATION ADMINISTRATION FOR APPROVAL.**