



Class Proposals

This form provides a guide – to help formulate ideas for Continuing Community Education courses at NVTHS. Successful classes: appeal to a variety of people, enhance education, enable learners to acquire new skills, and facilitate employment opportunities.

Certification programs require additional qualifications – available by request.

Write a brief class description (a few sentences to entice the reader to inquire/sign up). Descriptions may be used in print and on website: www.nashobatech.net. If using acronyms or abbreviations common to your field, please include a full explanation for the ‘average’ reader.

Name of Instructor: _____

Address: _____ City/State/Zip: _____

Best Phone Number: _____ Email Address: _____

Title of Class: _____

Minimum to run: 6 Optimum # to Run: ___ Max #: ___

Student Prerequisites or ability level: _____

Supplies needed (software, text books, tools/supplies, technology access): _____

Text ISBN: _____

A short description of the class (as it would run in publicity brochure): _____

What can the student expect to learn and/or how will this knowledge be useful: _____

Certification? ___ Yes ___ NO If yes, by what authority? _____

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Nashoba Valley Technical High School

**CONTINUING COMMUNITY
EDUCATION**

List your credentials, degrees or course qualifications that make you uniquely equipped to teach this class:

How would you describe yourself (this will run print materials and on our web page)?

Have you taught this program at this or another institution of learning? _____

Where: _____

Marketing Ideas: How can you help to promote this program (social media and print)?

Post to your FB page? _____ Twitter Acct.: _____ LinkedIn _____ Posters at industry sites: _____

What price point would you estimate will best sell this program? (The price of each class is based on a minimum enrollment of six students). If you have a lower minimum, please identify it here. Also – note the maximum you are willing to enroll.)

If given a flyer advertising this program, are you willing to distribute it (email, fax, mail, social media, or posting at various public places) to increase enrollment and promote NVTHS's Continuing Education programs?

Please complete ***Class Proposal form*** and ***Instructor Application form*** –submit both to this office. Final contract commitments are contingent upon results of the following:

- SAFIS (Statewide Applicant Fingerprint Identification Services) report
- CORI report (to be done at NT)
- Completed IRS W-9 Form

If you have questions, contact Jobee O'Sullivan, Director of Post-Secondary, Continuing and Community Education 978-692-4711 x11157