



HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT

Adult & Continuing Education

8 Bartles Corner Road, Suite 201, Flemington, NJ 08822

www.hcvsdadulthood.org

Course Proposal Form

Thank you for your interest in teaching for the Adult & Continuing Education. We offer 2 semesters per year (fall & spring). Please complete this form and email it along with your resume and credentials (if applicable) to Christina Shockley cshockley@hcvsd.org.

Name: _____	Date: _____	
Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Cell Phone: _____	
Email: _____		

Course Title: _____

Course Objective: _____

Course Description: (50 - 100-word explanation of course) What is the course about? Why would someone be interested in taking the class? What skills, knowledge and information will someone gain?

Prerequisites: Yes No If yes, please list: _____

Textbooks and Supplies Needed (check all that apply): Textbook Laptop/Computer N/A

Please share the Title, Author, Edition, and ISBN for any textbooks that students are required to purchase and bring to class.

Number of sessions: _____
How many times would you like the class to meet?

Session Duration: _____
How many hours will each class session last?

Total number of hours: _____

Course times you prefer to teach: _____
Example: 6:30 - 8:30 pm

Maximum Class Size: _____

Course Format: In-Person Blended/Hybrid Online

Preferred evenings to teach: Monday: _____ Tuesday: _____ Wednesday: _____

Start/End date: Indicate preferred semester or both that you would like to teach:

Fall Semester: September – December Start: _____ End: _____

Spring Semester: January – April Start: _____ End: _____

Instructional or Technological Requirements: Please let us know what HCVSD needs to provide in order to support your class. This includes printed materials, software, equipment, etc.

What strategies can you suggest for reaching this audience? Do you know of communities, professional organization and other groups that may be interested in knowing about this course? Please share them and we will try to include them in our marketing efforts.

Instructor Bio (Explain qualifications, experience and brief summary for website). Please attach your resume.

[Equal Opportunity/Affirmative Action Statement](#)

It is the policy of the Hunterdon County Vocational School District not to discriminate on the basis of race, color, creed, religions, sex, ancestry, national origin, social or economic status, or disability in the education programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1 Seq.