

## 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?

\_\_\_\_\_  
\_\_\_\_\_

- continued -

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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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_