Instructions for the BLL Course Proposal Form

Please read before completing

Brooklyn Lifelong Learning seeks to make teaching as rewarding for instructors as it is for students. In order to make the process as smooth as possible, we ask that you keep the following in mind.

We have only a single classroom assigned for our exclusive use (3154 Boylan.) Other rooms may be used on an 'as available' basis or we must pay to rent them. We therefore are constrained by the need to fit most of our classes into a single room.

For this reason, we must ask that most classes be planned to run no more than 90 minutes and that they end promptly as scheduled. Certain exceptions may be made for some classes to run longer. These include film classes, classes that begin at 2 pm or later and classes that have traditionally been held in other buildings, for example, yoga or tai chi in Roosevelt, film courses in the library or certain literature classes in SUBO. In general, however, most of our classes will be held in Boylan during prime hours, so we need to limit them to 1 hour or 1½ hours at the most.

In addition, since scheduling is so constrained, we ask that you allow maximum leeway in the day(s) and time(s) you request. The more days and times you include in your proposal, the better we will be able to juggle multiple requests. We recognize, however, that some instructors are only available at a particular time. We therefore allow instructors to specify a day and time. We will try to accommodate such requests on a first-come, first-serve basis. If your schedule is flexible, however, we ask that you provide the broadest range of options possible. You will be contacted personally if any scheduling changes are needed.

A full semester generally runs for 10 weeks. Not all classes begin at the beginning of the term and not all of them meet weekly. We therefore ask that you tell us when you’d like to begin, the number of sessions you’d like to present and the frequency of the classes. Generally, our courses run for a minimum of five sessions. Please also note any dates you expect to be absent, including for religious observance.

Finally, we want to thank you for volunteering to teach at Brooklyn Lifelong Learning. Without your service and that of our other instructors, we could not operate our program. Your efforts are greatly valued and highly appreciated by our members and our organization. Thank you!
BLL Course Proposal Form

Semester:  Fall_______  Spring________                             Year__________________

Proposed Course Title____________________________________________________

Class Days and Times

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<th>Days on which class could be scheduled</th>
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Class Length and Frequency

Approx. date for your course to begin?______________________________________

How many class sessions do you plan to hold?_______________________________

How often will they be held? Weekly___ Alternate weeks___ Other?_______________

Dates on which you will not be available?_________________________________

How long will each class session run? (Max 1½ hrs. unless in excepted category)
1 hour____________ 1½ hours_______________ Other________________________

Instructor Information

LAST NAME: _______________________________ FIRST NAME: ______________

ADDRESS:_________________________________________________________ APT# _____

CITY:____________________________________________  STATE: _________  ZIP: ____________

TELEPHONE #_____________________ E-MAIL ________________________________

FAX#____________________
Course Information

Course Title__________________________________________________

Brief description of course for catalog (maximum 3 sentences). Please tell what the class will do or cover, using complete sentences.

Will any audio-visual equipment be needed? If so, what kind?

Briefly describe your background or experience in your topic if you are new to teaching at BLL or will be teaching in a completely different area than previously. (i.e., If you taught WWI history and will now be teaching a class on Civil War history, no bio is needed. But if you switch from history to science, please tell us about your knowledge of this area.)

Do you have any additional requests or comments?