

# BLL Course Proposal Form

Application for **Spring 2023**. The semester runs February through June

## Proposed Course Title:

**Class Days and Times** Check each box that represents a period you would be available to teach. Use numbers rather than checks if you want to indicate priority. Please check as many as possible to allow us maximum flexibility in scheduling. If your class is shorter than the time slot, you needn't use the entire period. (Reserved slots are for long-standing classes in those time periods.)

	Mon	Tue	Wed	Thu	Fri	Sat
10:00 – 11:15 am	reserved	Reserved	Reserved			
10:30 – 11:45 am	reserved	Reserved	Reserved			
12:30 – 1:45 pm			Reserved			
1:00 – 2:15 pm			Reserved			
2:15 - 3:30 pm						

## Class Length and Frequency

Approximate date for your course to begin (or to be held for a single session): \_\_\_\_\_

If your class needs to be longer than the time slot how long does the class need to be? \_\_\_\_\_

How many class sessions do you plan to hold? \_\_\_\_\_

How frequently will they be held?  
\_\_\_\_\_

Dates on which you will not be available? (Note: School closures (Feb 12,13,20 April 5-13)  
\_\_\_\_\_

## Class Location/Format

If the college allows, are you willing to teach an in-person class?

Yes\_\_\_\_\_ No\_\_\_\_\_ Not sure\_\_\_\_\_

If we do not return to campus this fall, are you willing to teach on Zoom?

Yes\_\_\_\_\_ No\_\_\_\_\_ Not sure\_\_\_\_\_

**Instructor Information**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Proposed Course Title: \_\_\_\_\_

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

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

We include brief faculty bios in our catalog. Begin with your name and write in the third person. Do not exceed a couple of sentences. If possible, say something about your background in or connection to the subject you are teaching. (*Example: Gene Reiser has a lifelong passion for folk, protest and Broadway music. He is a former labor relations manager for CUNY.*) If you've previously had an entry in a BLL catalog, leave blank to have that bio reused or you may submit a new one.

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

Do you have any additional requests or comments?

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

Please complete this form **NO LATER** than November 25 2022 and send to:  
[BLL@Brooklyn.cuny.edu](mailto:BLL@Brooklyn.cuny.edu).

Only if email is not available to you, mail to:  
Brooklyn Lifelong Learning  
1623 Flatbush Ave Suite 174  
Brooklyn, NY 11210

For any questions or comments, please email ([BLL@Brooklyn.cuny.edu](mailto:BLL@Brooklyn.cuny.edu)) or call the office (718-951-5647).

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!

For Program Committee Use

Recommendation:

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Initials: \_\_\_\_\_ Date: \_\_\_\_\_