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.)

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<th>Time</th>
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<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<td>10:00 – 11:15 am</td>
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<td>10:30 – 11:45 am</td>
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<td>2:15 - 3:30 pm</td>
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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:

____________________________________________________________

Initials: __________       Date: ________________________________