BLL Course Proposal Form

Application for Spring Year 2021. The semester begins early February.

Proposed Course Title

Class Days and Times Check each box that represents a time and day you would be available to teach. (You may use numbers rather than checks if you want to indicate priority.) Please check as many as possible to allow us maximum flexibility in scheduling.

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<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
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<td>9:30-10:45 am</td>
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<td>11 am – 12:15 pm</td>
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<td>12:30 – 2:00 pm</td>
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<td>2:15-3:30 pm</td>
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<td>3:40-4:55 pm</td>
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</table>

If your class is shorter than the time slot, you needn’t use the entire period.
If your class needs to be longer than the time slot, for example for a film course, how long does the class need to be?
Please check boxes above, considering only the start time for the class. Other comments on scheduling may be noted on the back of the form.

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? (Note: School closures on 2/15, 2/15 and 3/29-4/4/2020)

Instructor Information

LAST NAME: FIRST NAME:

ADDRESS:

CITY: STATE: ZIP:

TELEPHONE # E-MAIL

Form continues on reverse.
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 and send it NO LATER than November 7, 2020 to: BLL@Brooklyn.cuny.edu.

Only if email is not available to you, mail to:
Brooklyn Lifelong Learning
2515 Glenwood Road #1AA
Brooklyn, NY 11210
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: