

KEN TON

COMMUNITY EDUCATION

155 Delaware Road
Buffalo, NY 14217
(716) 874-8500

Course Proposal

Please use this form if you are interested in teaching a course in the Community Education Department. Be as detailed as possible and use additional paper if necessary. Your attention to detail ensures that the Community Education Department is providing accurate information and has a complete understanding of what course you are interested in teaching. Thank you for your interest in the Ken-Ton Community Education program.

Course Title:

Instructor(s):

Address:

Phone:

Daytime

Evening

Cell

Email address:

Course Description: *(Be as detailed as possible)*

Prerequisites for Students: (courses, knowledge, beginning course, etc.)

Audience: Adults

Children

(provide range if applicable, i.e. seniors, Grades 3-5, Ages 14 & up, etc.)

Total instructional hours:

No. of sessions:

(i.e. meets 1x, 8x etc.)

Time Preferred:

(i.e. 6:30 – 8:30 pm)

Day of week preferred:

Special Needs

(i.e. sink, AV equipment)

Please attach to Community Education teacher application and return to our office.