



HUNTERDON COUNTY VOCATIONAL SCHOOL DISTRICT

Adult & Continuing Education

8 Bartles Corner Road, Suite 201, Flemington, NJ 08822

www.hcvstdadulthood.org

Course Proposal/Outline

Adult & Continuing Education provides educational opportunities for persons 16 years of age or older to acquire new skills to begin a new career, enhance existing skills, or to enrich personal lives.

The Adult & Continuing Education is seeking part-time evening instructor positions. We offer a two-term semester system per year (fall & spring).

If you have a skill or talent that you would like to share, complete this form and email it along with your resume and credentials (if applicable) to Christina Shockley cshockley@hcvsd.org or Fiona Spear fspear@hcvsd.org for review.

Name: _____	Date: _____	
Address: _____		
City: _____	State: _____	Zip: _____
Home Phone: _____	Cell Phone: _____	
Email: _____		

Instructor Qualifications (list length of time studied or worked in subject) _____

Course Title: _____

Course Description/Objectives (50 – 100 word explanation of course to be used for advertising purposes):

Prerequisites: Yes No If yes, please list: _____

Textbooks or Other Materials Required by Student (check all that apply): Textbook Laptop/Computer N/A

If textbooks are required, please include the Title, Author, Edition, and ISBN#

Number of sessions: _____
How many times would you like the class to meet

Session Duration: _____
How many hours will each class session last

Total number of hours: _____

Course times you prefer to teach: _____
Example: 6:30 - 8:30 pm (school hours are 6 - 9 pm)

Maximum # of Students: _____

Course Format: In-Person Blended/Hybrid Online

Preferred evenings to teach: Monday: _____ Tuesday: _____

Start/End date: Indicate preferred semester or both that you would like to teach:

Fall Semester: September - December Start: _____ End: _____

Spring Semester: January - April Start: _____ End: _____

Special Equipment Required by Instructor (for example, audio/visual equipment, software, etc.)

What strategies can you suggest for reaching this audience? Do you know of communities, professional organizations and other groups that may be interested in knowing about this course? Please share them so we can try to include them in our marketing efforts.

Instructor Bio (Explain qualifications, experience and brief summary for website). Please attach your resume.

[Equal Opportunity/Affirmative Action Statement](#)

It is the policy of the Hunterdon County Vocational School District not to discriminate on the basis of race, color, creed, religions, sex, ancestry, national origin, social or economic status, or disability in the education programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1 Seq.