

Spring/Summer 2023

Course Proposal Form



MERRYMEETING ADULT EDUCATION

Where curious minds meet!

Your Name: _____

Your Email Address: _____

If you are a new instructor, please send us your completed **Employment Application & W9 Tax Form. Contact Jose Rodriguez Jr at rodriguezj@link75.org for forms.*

Course Title: _____

Course Description:

Does your class require students to purchase supplies? If yes, please include your supply list in a separate file.

Course Format: (*circle one*)

In-person **Online**

Course Location: (*preferred, circle one*)

Topsham Adult Ed **Bath Adult Ed** **Morse High School**
Mt. Ararat High School **Mt. Ararat Middle School** **Other**

Requested Course Date/Time:

Please keep in mind:

- *Our Spring/Summer, 2023 term will run from March 13th to August 25th.*
- *Topsham Adult Ed Office is open M-TH from 9am-730pm, Friday from 9am-3pm and is closed on school holidays*
- *Bath Adult Education Office is open M-TH from 9am-5pm, Friday from 9am-3pm.*
- *Our partner high schools are open M-F from 430pm-730pm until June 19th and 9am to 5pm from June 26th to August 18th.*

Please do not schedule classes on the following dates:

- *Monday April 17th - Friday April 23rd (partner schools only)*
- *Monday May 29th*
- *Monday, June 19th*
- *Friday, July 1st - Tuesday July 4th*

Start Date: ____ / ____ / ____

Start Time: _____ **AM / PM**

End Date: ____ / ____ / ____

End Time: _____ **AM / PM**

Course Enrollment Minimum: _____

Course Enrollment Maximum: _____

Suggested Course Fee: \$ _____

*Course fees are set by Merrymeeting staff. However, we will consider your input.

Please Sign Here: _____

*Your submission of this course proposal form is *not* a guarantee that we will be able to run your class. The above signature also means you have read and accepted the terms of employment as laid out in the [Instructor Handbook](#).