



# Instructor Application & Course Proposal

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## INSTRUCTOR INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ DL & State Issued: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

### Record of Education:

High School: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_

Certifications / Other: \_\_\_\_\_

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## COURSE PROPOSAL

Title/Subject: \_\_\_\_\_ Participant Age Range: \_\_\_\_\_

Number of Classes/Session: \_\_\_\_\_ Number of Hours per Class: \_\_\_\_\_

Course to be offered (CIRCLE ONE): Weekly Semi-Weekly Other: \_\_\_\_\_

Suggested Minimum Number of Students: \_\_\_\_\_ Suggested Maximum Number of Students: \_\_\_\_\_

Proposed Course Fee to be paid by Student (Instructor receives approx. 60% of this fee): \_\_\_\_\_

Days/times you would be available to teach: \_\_\_\_\_

Course Description (As may be printed in the program brochure for publicity): \_\_\_\_\_

What supplies do you anticipate students needing?

How much do you anticipate the cost of supplies to be per person? \_\_\_\_\_

Is this fee included in the Course Fee above? \_\_\_\_\_

Will you need tables, chairs, TV/DVD Player and/or CD Player? If so, please list the equipment that you will need. \_\_\_\_\_

Please list your qualifications that will enable you to teach this course: (Please attach your resume):

Have you taught this course elsewhere? \_\_\_\_\_ If yes, please provide the following information:

**Location** \_\_\_\_\_

**Reference Name** \_\_\_\_\_

**Phone number** \_\_\_\_\_

**Please Return To:**

The REC Center  
12034 LaCrosse Ave  
Grand Terrace, CA 92313

Or

Email to: [thereccentergt@gmail.com](mailto:thereccentergt@gmail.com)