



Durham Continuing Education
120 Centre St. S., Oshawa, ON L1H 4A3

Memo To: All Applicants for Introducing a New Continuing Education Course
From: Co-ordinator, Continuing Education
Re.: Proposal Form and Resume

Applicants interested in introducing a new course in our Continuing Education Course Guide are requested to review the following memo and proposal form. We appreciate your interest in our program and experience has shown that part of our success is ensuring we have new courses being offered each session.

Following this memo you will find our Course Proposal Form that is required for all new course proposals. You will note that we also require (under item B) a week-by-week outline of content and activities. In addition, we request you submit a resume or letter outlining your background in the subject you wish to teach as well as any teaching experience you have. Send your completed form and appropriate documentation to:

Coordinator, General Interest Courses
Durham Continuing Education
120 Centre St. S.
Oshawa, Ontario
L1H 4A3

We will retain your application on file until we review our course offerings for the next term. This takes place in April for the fall brochure and in October for the January publication.

Thank you for your interest and we look forward to receiving your submission.



Durham Continuing Education
120 Centre Street South
Oshawa, Ontario L1H 4A3
Telephone: (905) 436-3211 Fax (905) 436-1780



New Course Proposal

Return this form to the General Interest
Coordinator, Durham Continuing Education
at the above address.

- a) Name or topic of proposed course:

- b) Course description: summary of the purpose and content of the course proposed (please attach outline of content and activities with a week by week breakdown of topics).

- c) Suggested length of course:
_____ class session(s), at _____ hours per session = _____ maximum total hours.
- d) Preferred term: (check more than one if desired) Fall ___ Winter ___ Spring ___
- e) Evenings for classes to be held (please prioritize):
Monday_____ Tuesday_____ Wednesday_____ Thursday_____ Saturday a.m._____
- f) Preferred Location: _____
- g) Maximum class size: _____
- h) Facilities, equipment, demonstration materials and/or supplies required:

- i) Materials for student projects and estimated total cost (if applicable):

Instructor name: _____

Address: _____

Home phone: _____ Business Phone: _____

Comments: _____

You are also requested to submit a resume or similar document indicating your background in working with the course content as well as any teacher training and teaching experience you have, and a current criminal reference check.