

SUMMER ENRICHMENT INSTRUCTORS AND COURSE INFORMATION SHEET

Name _____

Address _____

Phone #s _____

Current Occupation/Title _____

Visiting Instructor Info for background checks:
Social Security # _____
Date of birth _____ Counties of residence in past 10 years: _____

Educational History (schools/degrees) _____

Other Relevant Personal Information _____

Course Title _____

Course Time of Day (AM, PM or All Day) _____ Course Length (1 hour, etc.) _____

Desired Maximum Class Size _____

Budget Clarification: 1) There are no budgets for any class unless you ask for it, and it is approved. 2) We need to know how much you will need and for what. 3) We will set the class fee. Do not refer to it on your syllabus or verbally commit to anything. The registration packet will specify fees according to school calculations, etc. 4) All trips involving dollars are to have pre-approved budgets and be self-supporting by student fees.

Needed fee/student \$_____ It will pay for _____

Needed regardless of number of students \$_____ for _____

Grand Total: \$_____ + \$_____ per student.

Anticipated transportation needs. Please be specific with preferred dates and/or alternate dates.

Needed equipment (VCR, etc.) _____

Classroom Needs _____

I need more information about _____

SUMMER ENRICHMENT COURSE SYLLABUS

Instructor:

Course Title:

Grade Level:

Prerequisite:

Course Description: Briefly explain the content of the course. Identify any distinctive features of the course – for example, fieldwork, emphasis on a particular area of theme, guest speakers, or the use of a community resource.

Goals: State the broad sweeping goals of the course. What do you hope students will accomplish through the course?

Objectives: List the learning behaviors students will be able to demonstrate upon completion of the course. Objectives are much more specific than goals. If students achieve the objectives, they should also accomplish the goals.

Text or Materials: List the textbook or other materials students will need for the course.

Supplies: What will the students need to provide?

Evaluation: Explain how students will be graded during the course.

*Note: The above information will be placed in the Summer Enrichment Course Guide viewed by students and parents. Please provide details that will generate interest. Cost will be figured based on your figure and will be included by the administration.