Adult Learning

Thank you for your interest in teaching a class through Spring Lake Park Community Education Adult Learning. We are committed to enhancing and impacting the quality of people's lives through affordable seminars, workshops and activities. Primarily offered in the evenings, these one-to-three-hour classes provide adults with nuts-and bolts advice and strategies on career development, business, relationships, health, personal growth and finance, computers, arts, crafts, languages, music, sports, etc. We emphasize the "short course" because our customers are busy adults looking for classes with a short time-commitment.

Courses are taught by professionals and experts who are independent contractors that enjoy sharing information, strategies, and new developments in their fields of expertise. The best instructors are those who have a love of their subjects and a desire to share their knowledge and love.

We offer many courses each year that are designed to help people further their careers, make extra money, improve a skill, try a new sport, or work-out a problem. Classes are published in a brochure printed three times a year and distributed to over 16,000 residents of the Spring Lake Park school district. This area includes all of Spring Lake Park, about a third of Fridley, and approximately one-half of Blaine.

We provide:

*Opportunities for people in our community to learn easily and inexpensively from others who have skills and knowledge to share

*Short and convenient time schedules in order to not interfere with busy on-going activities. Most classes will meet one or two times for one–three hours primarily on evenings or weekend mornings.

I look forward to hearing from you as soon as possible. Please complete the attached Course Proposal Form and return it to me without delay. You may mail it, FAX it, or email it to me. Also, if you know of others who have a class idea that we could consider, please let me know that as well.

Sincerely,

Peter A. Yelle, Coordinator
Youth and Adult Learning

763-795-5129, pyelle@district16.org or FAX 763-795-5914

Spring Lake Park School District 16
Community Education – Adult Learning
1415 81st Ave. NE, Spring Lake Park 55432
763-786-1338

Adult Learning Course Planner

Suggested Class Title:

Number of Sessions	Day of Week & Dates Preferred	Time Preferred	Class Size Minimum/Maximum

Instructor Information

Instructor Name	Address (street, city, zip)		Home Phone
Cell Phone	Work Phone	Email	

Please provide two professional references:

Please provide a brief (40-words or less) description of the planned class:

What benefit(s) will student receive from this class? (potential skills learned, projects completed, etc)

What is the class format? (lecture, workshop, demonstration, etc.)

Are you teaching this class as a community service? ☐**Yes** ☐**No**

If NO, please indicate your desired rate of pay:

Which season(s) would you prefer to teach this class? ☐ **Fall** ☐**Winter** ☐**Spring** ☐**Summer**

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Have you taught this same class elsewhere? ☐Yes ☐No If yes, where?

Do you have set-up time that requires you to arrive early at the class site? ☐Yes ☐No

If Yes, please describe:

Class Supplies

Please list any audio-visual equipment you will need:

Please list any additional equipment required:

Do you provide handouts or material for the students? ☐ Yes ☐No
Please turn-in hand-outs requiring copying several days before class. **Describe materials needed for class:**

Will you collect a materials charge from the students for these materials? ☐ Yes ☐ No Price:

What should the student bring to class (if anything)?

Please provide a brief bio of yourself relating to this class (for publicity):