

WEST SHORE RECREATION COMMISSION
704 LISBURN ROAD
CAMP HILL, PA 17011-7424

Phone: 920-9515

Date _____

COURSE DESCRIPTION

This Course Description Form is for our office to use to advertise and explain your course to interested persons. With it we will be able to coordinate and standardize the courses offered through our office. Please make a copy for your own records.

Course Title _____

Instructor _____ Phone: Home _____ Work _____

Address _____

1. Write a brief definition of your activity. Example: Knitting is a craft using large needles to loop and knot yarn fabric into a garment.

2. What are the goals and objectives of the course?

3. How many persons can you supervise in a class? _____
4. How many weeks (sessions) should the class run? _____
5. How many hours should each session last? _____ Total hours _____
6. Most adult courses run from October through May. Are there periods when you are not available _____

7. When during the week are you best suited to instruct? _____

8. Is an advanced course possible? _____ If so, please complete another Course Description for the advanced course.

9. Are any supplies needed through our office? Examples: Hand-outs, Printed Material, or Audio-Visual Equipment _____

10. What supplies will the participants need for the course? _____

What materials will you supply? Is the cost of materials payable to you? _____

If none, where can the materials be purchased? _____

What is the approximate cost of materials? _____

11. Write a course outline (lesson plan) of what will be covered during each class meeting. (Use another sheet, if needed).