**BLL Course Proposal Form**

Application for **Spring 2024**. The semester runs February 5, 2024 through May 3, 2024

(Note: No classes 2/12, 2/19, 3/29, 4/22-30.)

**Proposed Title:**

**Class Days and Times** Check each box that represents a period you would be available to teach. Use numbers rather than checks if you want to indicate priority. Please check as many as possible to allow us maximum flexibility in scheduling. If your class is shorter than the time slot, you needn’t use the entire period. (Reserved slots are for long-standing classes in those time periods.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thu | Fri | Sat |
| 10:00 – 11:15 am  | **Reserved** | **Reserved** | **Reserved** |  |  |  |
| 10:30 – 11:45 am | **Reserved** | **Reserved** | **Reserved** |  |  |  |
| 12:30 – 1:45 pm |  |  | **Reserved** |  |  |  |
| 1:00 – 2:15 pm |  |  | **Reserved** |  |  |  |
| 2:15 - 3:30 pm |  |  |  |  |  |  |

**Class Length and Frequency**

Approximate date for your course to begin (or to be held for a single session):

If your class needs to be longer than the time slot how long does the class need to be?:

How many class sessions do you plan to hold?:

How frequently will they be held?:

Dates on which you will not be available?

**Class Location/Format**

Are you willing to teach in-person? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_ Not sure\_\_\_\_\_\_

Are you willing to teach on Zoom? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_ Not sure\_\_\_\_\_\_

**Instructor Information**

LAST NAME: FIRST NAME:

ADDRESS:

CITY:  STATE:  ZIP:

TELEPHONE #:  E-MAIL:

Proposed Course Title:

Brief description of course for catalog (maximum 3 sentences). Please tell what the class will do or cover, using complete sentences.

We include brief faculty bios in our catalog. Begin with your name and write in the third person. Do not exceed a couple of sentences. If possible, say something about your background in or connection to the subject you are teaching. (*Example:* Gene Reiser has a lifelong passion for folk, protest and Broadway music. He is a former labor relations manager for CUNY.) If you’ve previously had an entry in a BLL catalog, leave blank to have that bio reused or you may submit a new one.

Do you have any additional requests or comments?

Please complete this form **NO LATER** than November 17, 2023, and send it to: BLL@Brooklyn.edu.

Only if email is not available to you, mail to:

Brooklyn Lifelong Learning

1623 Flatbush Ave Suite 174

Brooklyn, NY 11210

For any questions or comments, please email (BLL@Brooklyn.edu) or call the office (718-951-5647).

Thank you for volunteering to teach at Brooklyn Lifelong Learning. Without your service and that of our other instructors, we could not operate our program. Your efforts are greatly valued and highly appreciated by our members and our organization. Thank you!

For Program Committee Use

Recommendation: Initials: Date: