



**OPEN UNIVERSITY
COURSE PROPOSAL
INSTRUCTOR INFORMATION**

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Course Proposal
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Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

I prefer to be contacted by: (check all that apply)

Day Phone Evening Phone Cell Phone Email

Are you eligible to work in the U.S.? Yes No

If NO, are you available to volunteer? Yes No

If YES, please choose: Volunteer Paid Instructor

Liability Waiver: I will not hold the YMCA or class location(s) responsible for theft or injury resulting from my teaching this course.

Instructors agree to refrain from advertising or selling products and services while they are teaching classes for the YMCA Open University. We offer a broad variety of classes that are open to all; our teachers affirm that they will uphold this policy. Class cancellations will be made within 48 hours of scheduled start unless otherwise agreed upon.

Signature: _____

Date: _____

Thank you for submitting your application. Questions? Please contact Aliana Havrilla or Larissa Chadwick by phone at 540-961-YMCA (9622) or by email at aliana@vtymca.org or larissa@vtymca.org.

OVER
→

FOR OFFICE USE ONLY

Notes:



OPEN UNIVERSITY COURSE PROPOSAL CLASS INFORMATION

OFFICE USE ONLY
Instructor: _____
Alpha Code: _____

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Submitting Class Information

Please fill out a separate proposal for each class and return to us.

Proposed Course Title: _____

Course Description (please limit to 500 characters including spaces and add a short bio – we can help with this if needed).

SCHEDULING and LOGISTICS

We are accepting applications Summer and Fall of 2010. We offer classes Monday-Thursday in the evenings or during the day on weekends, with a few exceptions/daytime classes. Group fitness classes normally run in 6-week sessions.

Preferred Dates (Please give numerical [09/05/2007]).

Preferred Day of Week: M T W H F Sa Su

Preferred Times: _____

Preferred Location OR Facility Needs: _____

Supplies each student should bring (Please be specific):

What is the maximum number of students you can effectively teach? _____

Note: Unless otherwise agreed upon, *all classes must have a minimum of 5 enrolled students* 48 hours prior to the start date of the class or the class will be cancelled.

Instructor Bio – Please list your training and expertise as they relate to the course you are proposing:

Any other information about this class:

Notes: