**Application to offer a S.C.H.O.O.L. course**

**Schoharie County Home Of Ongoing Learning**

Course Title: Click here to enter text.

Presenter(s): Click here to enter text.

Mailing address: Click here to enter text.

 Click here to enter text.

Email: Click here to enter text.

Home Phone: Click here to enter text.

Cell Phone: Click here to enter text.

Course description (50-75 words) for inclusion in our course catalog. Think of this as an advertisement for your course. If there is a skill level for students, state this in your description.

Click here to enter text.

Please indicate specific supplies or equipment students are required to bring to class:

 Click here to enter text.

Please indicate the fee for any materials for this class (or class sessions):

 Click here to enter text.

Please see **Guidelines** on the next page for selecting the day and time for your course if you wish to use SUNY Cobleskill classrooms.

 Location for classes: SUNY campus other: Click here to enter text.

 Preferred semester: Fall (Sept.- Nov.) Spring (mid-March - May)

 Preferred days/times: Click here to enter text.

We often have to adjust days/dates/times to avoid class conflicts. Are there any days/dates/times that you **cannot** teach your course?

Click here to enter text.

Number of sessions (generally 1-8): enter Length of each session: enter hr

AV and other room needs (tables or desks, computer/projector, sound system, darkening shades, *etc*.): Click here to enter text.

Any restriction on the number of students (max/min): Click here to enter text.

**E-mail the completed form to: SCHOOL@cobleskill.edu**

**Guidelines for selecting the day and time for your course if you wish to use SUNY Cobleskill classrooms:**

What day? Avoid Tuesday and Thursday mornings since college classrooms are generally unavailable then. Tuesday and Thursday afternoons are not quite as bad for finding rooms but it's best to avoid these times also if possible.

What time? For Monday, Wednesday, or Friday classes we recommend starting on the hour since that's the way college classes are scheduled. For example, a one hour class should be scheduled 10:00 - 10:50am rather than 9:30 - 10:20am. Note that one-hour classes are really 50 minutes in order to allow time to vacate the classroom for the next class. Classes longer than one hour are still best scheduled to start on the hour and end no later than 10 minutes before an hour. For example, a 90-minute class should be scheduled 9:00 - 10:30am rather than 9:30 - 11:00am.

On Tuesday and Thursday the college uses a 90 minute class schedule so classes should start at 8:00am, 9:30am, 11:00am, 12:30pm, 2:00pm, 3:30pm, or 5pm regardless of the duration of the class.

**Other general guidelines:**

How many sessions? That depends on what you want to cover. Academic classes (history etc) usually meet 4-8 times while special topic and skill classes often meet 1-3 times. It's entirely your choice.

Length of each session? Whatever you feel works best for you and your students.

Contact information for S.C.H.O.O.L.

 S.C.H.O.O.L. SCHOOL@cobleskill.edu

 PO Box 576 www.cobyschool.com

 Cobleskill, NY 12043 518-255-5463

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