



Merry Meeting Adult Education

35 Republic Avenue, Topsham, Me 04086 | www.merrymeeting.org | 207-729-7323/f- 207-729-5609

Teacher Application

This is an e-mail friendly application written in Microsoft Word. Use as much space as needed. Send back via email or regular mail to Emily Fant fantem@link75.org

Today's Date:			
Name:			
Telephone Home, Work & Cell:			
Address:			
Email Address:			
Education:			
Present Employment:			
Length of time with present employer:			
Describe the Adult Education areas in which you are interested:			
Past Experience (teaching and non-teaching):			
List 3 references with phone numbers:			
Please state briefly why you are interested in adult education.			
Indicate current certification (if any):			

Adult Education Diploma instructors are required to be certified by the state as Adult Education Instructors, a separate certification.



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Course Proposal Form

This is an e-mail friendly application written in Microsoft Word. Use as much space as needed. Send back via email or regular mail to Emily Fant fantem@link75.org

Today's Date:		Course Title:	
What semester?	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Summer)
Instructor:			
Address:			
Home & business phone:			
E-mail:			
If course was recently offered is the same catalog description OK? <input type="checkbox"/> Yes <input type="checkbox"/> No.			
<u>New course description:</u> Be specific, 40-60 words. Be creative! Use the back of this form.			
Please submit a course outline or syllabus on or before the first evening of class.			
Number of weeks:	Day(s) first & second choice:		
Total Hours:	Start Date:		
Time: <input type="checkbox"/> 6:00-9:00pm <input type="checkbox"/> 6:00-8:00pm <input type="checkbox"/> 6:30-8:30pm <input type="checkbox"/> Other:			
(We are able to run classes in our adult education building morning, afternoon and evening. Call the director if you would like to offer a class other than in the evening.)			
Maximum Enrollment (If less than 10, indicate rationale)			
Required Text:			
Publisher & Address:			
I.S.B.N. or Catalog #			
Estimated cost of text:			
Materials list (attach list):			
Material cost per student:			
Audio/Visual Equipment:			
Special Room Requirements and/or Comments:			



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Instructor Self-Evaluation

1. What are the strengths of my teaching style that I would keep?

2. Are there any changes I would make for next year?

3. Was I prepared for class?

1 2 3 4 5 6 7
very little *at all times*

4. Was I on time for class?

1 2 3 4 5 6 7
not on time *always on time*

5. Were there sufficient materials?

6. Did I teach to each student's strengths?

7. Did I follow up on students that stopped attending?

1 2 3 4 5 6 7
no follow-up *always followed up*

8. What were the main reasons for not being able to make contact with previous students?

9. How well did I make referrals and know the community resources for my students?

1 2 3 4 5 6 7
very little *very well*

10. Where did I refer my students to (may be several places)?

11. Was homework assigned after instruction and guided practice?

1 2 3 4 5 6 7
seldom *frequently*



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12. What areas will I be working to improve upon next semester?

13. What recommendation(s) would I make to the director to better the program?

14. Other comments:

15. Check areas of interest for future staff development. (Each January, Merrymeeting Adult Education holds a Staff Development evening for all teachers. Teachers have commented that these sessions were very helpful.)

- Adult Education theories
- Instructional media and technology
- Assessing student learning
- Learning styles inventories
- Peer learning
- Basic characteristics of adult learners
- The art and science of lectures
- Planning a new class
- Building a syllabus
- Other _____

16. Are you aware that Merrymeeting Adult Education has a career counselor and that this service is free to all students and staff? Yes No

17. Are you planning on submitting another course proposal to teach this same course next semester? Yes No

(Signature of Instructor) Date: _____

Course Title: _____

Home Telephone: _____

Email: _____



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Student Course Evaluations

Merrymeeting Adult Education strives to maintain a quality program. In order to do this, it is important we receive feedback from our students. Would you please take a few moments to complete this form so we may benefit from your comments? Please return the evaluation to your instructor or the adult education office.

Course Title: _____ Date(s) of Class: _____

Instructor: _____

Evaluation of the course:

It met my expectations? Yes No

If not, in what way?

What I enjoyed about this class:

What I did not like about this class:

I wish this was covered in this class:

Evaluation of instructor:

Prepared and organized?	Yes	No
Knowledge of subject matter?	Yes	No
Open to questions?	Yes	No
Easily approached?	Yes	No
Made you want to return the next week?	Yes	No
Would you take a class from this instructor again?	Yes	No

I would like to take a class on:

Additional comments:

Thank you for taking the time to evaluate our program.



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New Teacher Orientation Checklist

- Review Instructor's Handbook
- Payroll - electronic timesheets, etc. (Tech support: Carolee @ 729-7323 ext 1)
- Incident Report forms - (report any injuries to the adult education office 729-7323)
- Books and materials
- Student and Teacher Evaluations
- Weather cancellations and class make-up procedure
- Audiovisual equipment and copying – one week in advance
- Be on time! Greet your students. Don't have your students sitting in class waiting for you.
- Be prepared with handouts, activities and how you will reinforce the new learning
- Dress appropriately. Professional causal- no jeans unless vocational course.
- Smoking policy
- Attendance reporting
- Course Continuation Form

Expectation of teachers: Syllabus to Marketing & Community Life Coordinator or Director (see attached template), use adult learning principles, always communicate any changes with the office, be aware of the school culture & environment, plan to attend the annual January Staff Development Dinner. Please pick up all trash after your class. Respect the teacher's desk and other belongings. Do not use teacher's supplies and don't erase blackboards or whiteboards – use the empty space on the board. If you move items such as chairs and desks for your class, please put them back in their original location.

TIPS:

- Plan a great first evening with introductions and ask students to share why they enrolled in the course.
- Try to remember your students' first names by the end of the first evening.

Evening contact person and hours of operation:

Suzanne White – Region Ten Tech High School (729-6622) – M & W – 5 – 7 pm

Suzanne White – Brunswick High School (319-1910) – T & Th – 5 – 8 pm

Adult Education Center - Monday through Thursday 9 am – 9 pm & Friday 9am – 3 pm

Carolee Tupper or Jinger Howell - Adult Education Center (729-7323 ext 1)



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Syllabus Template

Use this template to create your own syllabus. *All teachers*, regardless of whether the course is academic or enrichment, one evening or ten weeks, need to submit a syllabus. If you need help call or email the Director or Coordinator. A great syllabus creates excitement and structure for your students; don't skimp on the time it takes. Don't forget to email or drop off a copy to the Director or Coordinator at Merrymeeting Adult Education.

Syllabus for Watercolors - Continued

Instructor: Linda Murray

Instructor's Phone No: 443-8801 (H) 449-2558 (M)

linda@artbytheriver.com

Term: Winter 2013

Time: 9:30 am to Noon

Instructor Website: www.artbytheriver.com

Course Goals: To further develop the student's skills in the use of watercolor while painting the landscape. It is recommended that students take Linda Murray's Beginner's Watercolor class prior to this class. Each class will focus on expanding a new skill set. Classes may begin with a preliminary exercise, class demonstration and include a hand out for reference. Each class will end with a constructive critique of work done in class. Students will be encouraged to work at their own level and speed with instruction in areas that they feel they are weak in. A list of materials will be provided under separate cover. Students are responsible for purchasing their own materials.

Instructor: Linda Murray graduated from the University of Maine at Augusta with honors holding a Bachelor's Degree in Studio Art. She has participated in many juried shows, and won numerous art competitions. Linda's paintings are held in public and private collections throughout the United States and the United Kingdom. She lives in Bath, Maine with her husband where she has a studio.

Class I This class is intended to be a review of things we have learned in the beginner's class. We will begin with a review of painting sky, water, surf and scraping rocks. We will do a coastal scene that incorporates all of these elements.

Class II In the second class students will paint a scene with an orange sunset reflecting into the water with trees and foreground elements. We will scrape to make foreground rocks, grasses and lifting to make a glowing sunset.

Class III In class three we will explore a technique to give a painting unity by giving the subject a unifying wash before painting in the details. We will also begin to explore painting a building and two point perspectives. Students will work from a hand out.

Class IV Class four will focus on adding figures to a scene. It will begin by experimenting with making figures, and then students will paint a scene with figures in it.

Class V In class five we will continue to explore perspective by discussing single and two point perspectives. We will paint a scene with buildings using perspective to create depth.

Class VI In class six we will paint expressive sunflowers from a hand out. Students are encouraged to use non-local color to make their painting personal. We will take about painting in complements and how to avoid mud.

Class VII In Class seven students will paint an object(s) from life brought in by the instructor.



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Class VIII In class eight we will paint a lighthouse. There will also be a discussion about the upcoming student exhibit and presentation considerations.

Note: The instructor reserves the right to adjust the syllabus to meet students' needs and expectations. In addition, if there is a subject matter that you are dying to know more about and would like to paint in class, please let me know. If the class is in agreement, let's do it!



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Request for Course Continuation

Course name: _____
 Instructor: _____ Instructor's phone #: _____
 New start date: _____ Registration deadline: _____
 Number of weeks: _____
 Are day, time and location the same as original course? ____
 If not, indicate changes: _____

Please list the students' names that want to continue with the course*:

1	8
2	9
3	10
4	11
5	12
6	13
7	14

*Students listed above are **not registered for the course** – students must contact Merrymeeting Adult Education at 729-7323 ext. 1 to register and pay for the course or go to www.merrymeeting.org.
 Please return to Merrymeeting Adult Education for approval (Fax # 729-5609).
 Please call Emily Fant at 729-7323 ext. 4 with questions.



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Instructor Time Sheets

Electronic Time-Accounting is available online at www.merrymeeting.org

Name: _____

Soc. Sec #: _____

Course Title	Day	Date	# of Hours

Total Hours

Employee Signature: _____

Director's Signature: _____

Employee #	<input type="text"/>	Payroll Date	<input type="text"/>
Rate of Pay:	_____	Total Hrs.	_____
Rate of Pay:	_____	Total Hrs.	_____
Account #:	_____	Rate of Pay:	_____
		Total:	_____
Account #:	_____	Rate of Pay:	_____
		Total:	_____