



Valley Stream Teacher Resource Center

Room 51 Memorial Junior High School
320 Fletcher Avenue
Valley Stream, NY 11580

Phone- 516-561-1492

FAX- 516-561-1411

Email- VSTC@VSCHSD.ORG



In-service Course Proposal

Course Title _____ Date _____

Instructor Information:

Name _____

Address _____

Social Security # _____

School _____

School # _____

Home # _____

E-Mail _____

Best Time to Contact _____

An in-service course runs for 15 hours. How will you structure the course?

_____ 8 sessions 2 hours each _____ 6 sessions 2-1/2 hours each _____ 5 sessions 3 hours each

Please indicate your first and second choice for a weekday to run your course.

1st _____ 2nd _____

Course location: Room _____ School _____

PLEASE NOTE: While we prefer courses to be held at the Center's location at Memorial Jr. High School, courses may be held at any of the consortia schools if the instructor deems it necessary. If an alternate site is chosen, it is the responsibility of the instructor to obtain written permission from the school for use of the room by the Teacher Center. A copy of this permission must be forwarded to the Teacher Center.

Intended audience: *(please note the target grade levels and subject areas for this course)*

Maximum class size _____

List the New York State Standards this course will address.

(Please do not list the numbers, write them out or attach a photocopy)

- All proposals are subject to the approval of the Teacher Center Curriculum Committee and the Policy Board of the Valley Stream Teacher Center.
- The Center reserves the right to cancel this course due to lack of enrollment.
- Instructors are responsible for supplying any and all instructional materials.

Abstract: Please give a brief description of your proposed course. This abstract will be used to advertise this course in any flyers or course catalogs the center sends out so please give it careful consideration.

Please outline the objectives of each session:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____
