



Mt. Airy Learning Tree
 6601 Greene Street
 Philadelphia, PA 19119

215-843-6333 (voice)
 215-843-6655 (fax)
 info@mtairylearningtree.org
 www.mtairylearningtree.org

MALT Course Proposal Form

Deadlines:	Spring Catalog: Feb 1	Fall Catalog: Jun 1	Winter Catalog: Oct 1
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Mt. Airy Learning Tree is always interested in new ideas for classes and we accept proposals all year long (see deadlines above). Before submitting your proposal, look through our current catalog to get an idea about the kinds of courses we offer, number of weeks per course, price ranges, etc. Exercise classes will do quite well with 6-8 weeks but cooking classes will not.

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

E-mail _____

What contact information may we provide to students? Day # Evening # E-mail

Course Title _____

Course/Program Description: Write a brief description as might be printed in the MALT catalog including what will be gained from taking the course, topics to be covered, etc. Put yourself in the student's shoes. What will students get out of the class? Why should they take this class? See previous MALT catalog for examples. Please limit your description to 50-100 words.

Teacher bio (for use in the catalog): Provide a biographical statement about yourself, your experience and why you're qualified to teach this class. Limit to approximately 25 words.

What day(s), date(s), time of day would you like to teach the class? Please be specific.

How long would each class be? _____ # of weeks/sessions _____

Materials fee? _____ Max. # of students _____

Special classroom needs? _____



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Winter Term: late January – March

Spring Term: late April – June

Fall Term: late September – mid-December

Please keep in mind the following tips:

- We set a course minimum of 5 students. While we certainly hope more students enroll in your class, if it has met this minimum, MALT expects you to teach.
- The majority of our classes are aimed at adults. If your class is also appropriate for kids and teens, please let us know so we can promote that aspect. Also let us know a minimum age and whether or not they need to be accompanied by an adult.
- We have 2 computer labs available. Each is running with Windows 7 and Office 2010. Software licenses can be very expensive - please check with the MALT office before proposing a class for a program other than what you see listed in a previous catalog.
- You can suggest a course fee that we will consider and discuss with you if we'd like to include your class in the catalog.
- We have two LCD projectors available on a first-come, first-served basis. If your class is more than 1 week long, we may need it returned to the office for others to use between your sessions (you won't be able to hold onto it for weeks at a time).
- New classes will benefit from YOUR OWN promotional efforts. We will put the class in our catalog, both print and online; we may also highlight it on our Facebook page. But if you have a network of potential students, by all means, spread the word to them directly!