

Guidelines to Submit a Course Proposal

All proposals should be submitted by email to Anne Ostrowski, aostrowski@pnwboces.org.

Course/workshop title

Format (in-service course, graduate course, workshop: # of hours)

Length of in-service course (fifteen hours, thirty hours, forty-five hours)

Proposed dates, times

Attach a full course outline. List 3 outcomes and NYS standards that are addressed in this course/workshop.

List appropriate grade levels and/or subject area

Location request

If a computer course, indicate computer & software requirements:

Equipment or facility requirements, if materials fee state amount

Enrollment maximum/minimum

Please include:

Your name

Email address

Home address with street, town, zip

Home phone

Work phone

Submit a current resume.

Email all materials to aostrowski@pnwboces.org.