

December 2017

Thank you for your interest in KIDS University! KIDS University summer program will run June 11-July 27, 2018. This packet has been provided to familiarize you with the program and our expectations of our instructors. It will also provide you the format in which proposals to teach must be submitted. Our KIDS U classes have traditionally been taught from 9 a.m.-noon. Continuing this year — we are looking at adding more day-long programs which run from 9 a.m.-3:30 p.m. Please indicate on your proposal which format you prefer.

1. Before completing any forms, if this is a new proposal or the new 9 a.m.-3:30 p.m. format, please call Crystal Adams at 682-7554 to discuss your ideas for camp.
2. After discussing your ideas, complete the following forms.
 - ❖ KIDS University Instructor Data Sheet
 - ❖ Instructor Reference Sheet
 - ❖ Detailed Program Description
 - ❖ Marketable Description
3. Return the above forms along with your resume **no later than 5:00 p.m., Tuesday, Jan. 16, 2018**. You can return them by email crystala@unr.edu or in person at the Fleischmann Planetarium.

Proposals received after the deadline may not be considered. Submission of a proposal does not constitute an agreement to teach. Proposals will be reviewed based on their originality, the interactive/hands-on nature of activities, the connection with topic areas taught on campus, budget constraints, and scheduling fit. KIDS U is looking to identify where curriculum meets the state standards — please include this in your proposal. Extended Studies will review proposals and notify instructors of the acceptance/rejection of their proposal no later than **Friday, Feb. 9, 2018**.

Upon acceptance of your proposed idea, the remaining forms will need to be ***fully completed*** and submitted for review **no later than 5 p.m., Friday, March 9, 2018**.

- ❖ Facilities Request Form
- ❖ Field Trip Request Form
- ❖ Guest Speaker Request Form
- ❖ Lesson Plans
- ❖ Materials Request Form (**If you are teaching a sports class include all the equipment needed**)
- ❖ Weekly Activity Grid

Also, there will be a *mandatory* meeting for all instructors on the evening of **Thursday, April 26, 2018 at 6 p.m. in the Fleischmann Planetarium downstairs classroom. As the university moves forward with the child protective policy we may have some additional qualifications.**

We appreciate your interest and commitment to the youth of our community.

Sincerely,

Crystal Adams
Program Director
KIDS University

Kathryn Butler
Program Coordinator
KIDS University