

**Friends for Learning, Inc.**  
**Instructor & Course Information Sheet (CIS) Rev. 10**

Date submitted: \_\_\_\_\_

- This form is editable with Adobe Reader XI or later.
- Please download the form and fill in all blanks except those shown in gray.
- When finished, go to “File”, “Save as”, give the form a name (e.g. the title) and save.
- Attach the CIS to an email and send to [fflcurriculum@gmail.com](mailto:fflcurriculum@gmail.com)
- Or make a copy of the form, complete it by hand and mail. (See address below.)
- Contents of this form will appear in the Course Catalog so be sure the information is clear, accurate and concise.

<b>Course #</b> _____ <i>Office use only</i>	<b>Course Title:</b> <i>(Limit to 40 Characters.)</i>	<b>Student Fee:</b> <i>(if any)</i>
<b>Instructor:</b> <b>Email:</b>		<b>Phone:</b>
<b>Facilitator:</b> <b>Email:</b>		<b>Phone:</b>
<b>Instructor’s preferred Date(s):</b> <b>Day of Week:</b> <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr	<b>Time:</b> <b>Number of sessions:</b> <b>Session length:</b> <i>(1, 1.5 or 2 hours)</i>	<b>Location:</b> <i>(Address if not at ISU)</i>

**Content and description of class.** *(Please use 3-4 complete sentences)*

  
  
  
  
  
  
  
  
  
  

**Field trip(s)?:** Yes

**Number of students allowed in class: Maximum:** \_\_\_\_\_ **Minimum:** \_\_\_\_\_

**Instructor’s credentials** *(pertaining to this class):*

  
  
  

**Equipment and materials required for class**  
Microphone PC Handouts Overhead Projector Pointer Internet Other:

**Additional information/comments:**

  
  

<b>Office use only</b>	<b>Class Day of week:</b> <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> Wed <input type="checkbox"/> Th <input type="checkbox"/> F	<b>Date(s):</b>	<b>Time:</b>	<b>Location:</b>
	<b>Class date/day/time approved by instructor as verified by facilitator:</b>			<b>Yes</b>
	<b>Comments:</b>			
<b>Scheduled with ISU:</b>		<b>Yes</b>		
<b>Comments:</b>				

\*Using your normal email, send this form (as an attachment) to [fflcurriculum@gmail.com](mailto:fflcurriculum@gmail.com).  
 Or mail to Phyllis Arrington, 210 N. Hanson, Shelley, ID 83274 Phone 208 403-9365