

Course Proposal Form

Highland Community College - Lifelong Learning

Proposed Course Title:

Proposal Submitted By:

Address:

City:

State:

Zip Code:

Phone Number:

Select:

E-Mail Address:

Please complete all pages of this form and **attach a current resume**. The resume should include your experience in the topic you are proposing for this course.

What is the expected outcome or objective for the student? (For example, at the end of the course, the student will have completed a stained glass project).

Who is the target audience for this class? Select all that apply:

Under the age of 18

Are you able to assist Highland in promoting your class?

Yes

No

Over the age of 18

(Proposed): **Class Information**

of Sessions:

Hours per Session:

Meeting Time:

Day(s) of the week:

Meeting Dates:

Start Date:

End Date:

Meeting Location:

Minimum # of students:

Maximum # of students:

Suggested Registration Fee:

Desired Pay Per Hour:

Supplies/Copy Fee:

of Copies

Copy Preference:

Black/White

Total Suggested Course Fee:

Color

Course Description (in 50 words or less): (Lifelong Learning reserved the right to edit descriptions for presentation and promotion purposed. Attach extra page if needed).

Describe materials and supplies (In fairness to students, material fees should be kept as minimal as possible.)

Will students need to pay for supplies? Yes No Material Fee Amount**:

Describe what Material Fees Are For:

Will materials be provided to students? Yes No

If so, estimated cost of materials:

Materials students must provide (ie. notebook, clothing):

Materials Instructor will provide:

Describe class activities (For example, session one overview, session two cut out pattern, session three sew a blouse): (Lifelong Learning reserves the right to increase or decrease sessions. Most classes run one to four sessions. Depending on subject matter, six or eight sessions may apply).

If a textbook is required, please complete information below:

Title: _____ ISBN#: _____

Cost: _____

Describe room requirements (to ensure a suitable classroom is assigned and for schedule of media delivery, please list media services and room requirements needed for your class). Requests received after semester begins are subject to availability. For example, a projector, blackboard/whiteboard, specific software, computer, tables, open space, mats, etc.:

****The Instructor is expected to ensure materials and supplies are in good condition. The Instructor is expected to ensure students are aware of the safe use of materials and supplies. Lifelong Learning requests an office copy of all handouts, books, etc. prior to proposal approval and/or class start date.**

PLEASE RETURN TO:

Highland Community College
Lifelong Learning (#37)
2998 W. Pearl City Road
Freeport, IL 61032
Phone: (815) 599-3403

Or return by FAX to:

(815) 599-3625