

***FOR OFFICE USE ONLY*** Proposal #: \_\_\_\_\_\_\_\_ Course #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Max #: \_\_\_\_\_\_\_\_\_\_\_Room #: \_\_\_\_\_\_\_\_\_\_\_\_ Banner Event #: \_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM: \_\_\_\_\_\_\_\_Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revisions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WCTC-LEARNING IN RETIREMENT OF WAUKESHA COUNTY INC.**

**COURSE PROPOSAL FORM**

**2021 SPRING SEMESTER DUE APRIL 13, 2021**

***EVERY COURSE REQUIRES A SEPARATE PROPOSAL FORM***

***PLEASE COMPLETE EACH OF THE FOLLOWING ITEMS- all questions must be answered as applicable:***

INSTRUCTOR NAME:

ADDRESS:

CITY/STATE/ZIP CODE:

PHONE: CELL: EMAIL:

TITLE OF PROPOSED COURSE:

* Is this a new course? \_\_\_ Yes \_\_\_ No Part \_\_\_\_\_ of \_\_\_\_\_\_
* Do you want to teach in person in classroom? \_\_\_ Yes \_\_\_ No
* Do you want to teach via Zoom?\_\_\_ Yes\_\_\_ No Do you need a Zoom license?\_\_\_ Yes\_\_\_ No
* If this is an LIRWC DVD owned course, please provide the DVD number (or contact office):-\_\_\_\_\_\_

*LIRWC is committed to supporting The Great Courses and PBS programs, but will consider other resources.* *Use the “Request for DVD Purchase Form” and submit it with your Proposal, or at any time.*

DESCRIPTION OF PROPOSED COURSE:Please create a ***short*** descriptionof your course (around 75 words or less) as you would like it to appear in the LIRWC course catalog. *Be sure to identify any additional fees for material to be collected by you the first day of class.*

Please give a brief description of your interest and/or experience with the topic. Please indicate any special credentials you have pertaining to the topic.

* Courses may run from one to six weeks. Please indicate how many weeks this course will be held:  
  Number of weeks (1 – 6): \_\_\_\_
* What is your maximum enrollment? \_\_\_

*Note: Due to Coronavirus safety guidelines and social distancing, campus classrooms accommodate 12-15 attendees. Room capacity up to 24 is available on a limited basis.*

* Do you require the use of a microphone? \_\_ Yes \_\_ No \_\_\_
* Approximately how many sheets of copying will be required per student: \_\_\_\_\_

*Note: Maximum limit for LIRWC printing is 20 sheets per student; or 40 sides if printed back-to-back.*

Please **place an X after** each morning or afternoon that you **WILL** be available to teach for our scheduling purposes. We appreciate your flexibility and we will confirm your final scheduled dates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| AM \_\_\_\_ | AM \_\_\_\_ | AM \_\_\_ | AM \_\_\_ | AM \_\_\_\_ |
| PM \_\_\_\_ | PM \_\_\_\_ | PM \_\_\_\_ | PM \_\_\_\_ | PM \_\_\_\_ |
|  |  |  |  |  |

Please place an **X on the calendar below** inthose weeks or individual days that you **WILL** be available to teach  
**Monday,** **September 14 through Friday December 23, 2021:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week of: | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| September 12 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| September 19 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| September 26 | 26 | 27 | 28 | 29 | 30 | 01 | 02 |
| October 03 | 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| October 10 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| October 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| October 24 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| October 31 | 31 | 01 | 02 | 03 | 04 | 05 | 06 |
| November 07 | 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| November 14 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| November 21 | 21 | 22 | 23 | 24 | 25 Thanksgiving | 26 | 27 |
| November 28 | 28 | 29 | 30 | 01 | 02 | 03 | 04 |
| December 05 | 05 | 06 | 07 | 08 | 09 | 10 | 11 |
| December 12 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| December 19 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| December 26 | 26 | 27 Holiday Closing | 28 | 29 | 30 | 31 | 01 |

* **IMPORTANT: Fill out both pages of this form and e-mail as an attachment to** [**lir@wctc.edu**](mailto:lir@wctc.edu)**. Be sure to save a copy for your records. If you have any questions, please contact LIRWC office at 262-695-3473.**
* Please send the completed proposal form **AS SOON AS POSSIBLE,** but no later than **APRIL 13, 2021,** via e-mail to [lir@wctc.edu](mailto:lir@wctc.edu), or mail to WCTC-LIRWC, Rm WK101G, 327 E. Broadway, Waukesha WI 53186. **We will acknowledge receipt of your proposal – if you do not hear from us within five (5) days of submitting your proposal, please call to verify we received it.**
* **By submitting this Proposal Form, you agree that you have read and will adhere to the Fair Use & Guideline Policy and LIRWC Policy Guidelines.**