FOR OFFICE USE ONLY

Proposal #: __________________ Course #: __________________________

Max #: ___________ Room #: ___________ Banner Event #: ___________ Location: __________________________

Day: ______________ AM/PM: ________ Dates: _________________________________________________________

Revisions: __________________________ Date(s): ________________________ Initials: _______________

IMPORTANT: Fill out both pages of this form and e-mail as an attachment to 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. Our office hours are Monday thru Thursday 9:30 a.m. to 4:00 p.m. Closed Friday. We will acknowledge receipt of your proposal – if you do not hear from us within five (5) days, please call to verify we received your proposal.

WCTC-LEARNING IN RETIREMENT OF WAUKESHA COUNTY COURSE PROPOSAL FORM

WINTER/SPRING 2020 SEMESTER due October 8, 2019

EVERY COURSE REQUIRES A SEPARATE PROPOSAL FORM

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

INSTRUCTOR NAME:
ADDRESS:
CITY/STATE/ZIP CODE:
PHONE: CELL: EMAIL:

TITLE OF PROPOSED COURSE:

• Is this a new course? ___ Yes ___ No Part _____ of _______

• If this is a DVD course, please provide the DVD number (or contact LIRWC office):-________
  Note: LIRWC cannot accept any course proposal that uses DVDs unless LIRWC owns the DVD. No personal DVDs are allowed due to legal restrictions.

DESCRIPTION OF PROPOSED COURSE: Please create a short description of 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 materials purchased and to be collected by you the first day of class.

Note: All classrooms are equipped with a white board, screen, projector, Microsoft computer with DVD drive, document camera, and a hook-up for your laptop computer (MAC & Dell adapters available). Flip charts and podium are available upon request.

• What is your maximum enrollment? ___
  Note: Classrooms accommodate 20-40 attendees. Room capacity up to 60 is available on a limited basis. If you indicate an enrollment limit of 20 or fewer attendees then we need you to consider offering your course twice during the semester.

• 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.
• Courses may run from one to six weeks. Please indicate how many weeks this course will be held:
  Number of weeks (1 – 6): _____

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.

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Please place an X on the calendar below in those weeks or individual days that you WILL be available to teach Monday, February 10 through Friday May 29, 2020:

- Please send the completed proposal form AS SOON AS POSSIBLE, but no later than October 8, 2019, via e-mail to lir@wctc.edu, or mail to WCTC-LIRWC, Rm WK101G, 327 E. Broadway, Waukesha, WI 53186. If you have any questions, please call the LIRWC office at 262-695-3473.