

FOR OFFICE USE ONLY Proposal #: _____ Course #: _____

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 LIR office staff at 262-695-3473. Our office hours are Monday, Tuesday, Thursday 9:30 a.m. to 4:00 p.m., and Wednesday to 3:30 p.m. Closed Friday.

WCTC-LEARNING IN RETIREMENT COURSE PROPOSAL FORM

FALL 2018 SEMESTER due April 16, 2018

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 LIR office staff):- _____
Note: LIR cannot accept any course proposal that uses DVDs unless LIR 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 LIR course catalog. *Be sure and identify any additional fees for materials purchased and to be collected by you the first day of class.*

- Do you require a computer lab for this course? ___ Yes ___ No
(All classrooms are equipped with a projector and a media cart containing a computer, document camera, and a hook-up for your own computer. A computer lab has an additional 20 computers for member attendees and is available on a very limited basis.
- What is your maximum enrollment? ____
Note: Classrooms accommodate 15-30 attendees. Room capacity up to 50 is available on a limited basis. IF you indicate an enrollment limited to 12 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 LIR 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:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
AM _____	AM _____	AM _____	AM _____	AM _____
PM _____	PM _____	PM _____	PM _____	PM _____

Please place an **X on the calendar below** in those weeks or individual days that you **WILL** be available to teach **Monday, September 10 through Friday December 21, 2018:**

Week of:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 9	9	10	11	12	13	14	15
September 16	16	17	18	19	20	21	22
September 23	23	24	25	26	27	28	29
September 30	30	1	2	3	4	5	6
October 7	7	8	9	10	11	12	13
October 14	14	15	16	17	18	19	20
October 21	21	22	23	24	25	26	27
October 28	28	29	30	31	1	2	3
November 4	4	5	6	7	8	9	10
November 11	11	12	13	14	15	16	17
November 18	18	19	20 WCTC Closed	21 WCTC Closed	22 Thanksgiving	23 WCTC Closed	24
November 25	25	26	27	28	29	30	1
December 2	2	3	4	5	6	7	8
December 9	9	10	11	12	13	14	15
December 16	16	17	18	19	20	21	22

- Please send the completed proposal form **AS SOON AS POSSIBLE**, but no later than, **April 16, 2018**, via e-mail to lir@wctc.edu, or mail to WCTC/LIR, Rm WK101G, 327 E. Broadway, Waukesha, WI 53186. If you have any questions, please call the LIR office at 262-695-3473.