



March 15, 2021

RE: LIRWC 2021 Fall Semester Course Proposals

Dear LIRWC Prospective Instructor:

On behalf of the Curriculum Committee and members of Learning in Retirement of Waukesha County Inc. (LIRWC), we thank you for your interest in teaching a course for our organization. **We are now looking for proposals for the 2021 fall semester.** Classes begin September 13, 2021.

If you would like to teach a course, complete the attached **LIRWC Course Proposal Form**. Provide a brief description of the course - detailed course content is not required. Submit one Proposal Form for each course you would like to teach. A Proposal Form copy is also available online at www.wctc.edu/lir under the Resources Section (right side of page). The LIRWC Course Proposal Form is the only form we accept. **All Proposals are due in the LIRWC office by April 13, 2021.**

LIRWC has had success with both in-classroom and Zoom classes this spring semester and we expect the same WCTC/LIRWC safety guidelines and safety protocols will still be in place for the fall semester. We recognize many individuals are still concerned about COVID-19, so we will continue the option to present via Zoom. We also offer the combo in-class/Zoom opportunity so the best of both worlds is an option. **You can indicate on the LIRWC Course Proposal Form which format you prefer to present your course material: in-class only; via Zoom only; in-class/Zoom combo.**

Each course may run one (1) day a week from one (1) to six (6) weeks with a class length of two (2) hours each. A calendar is included on the Course Proposal Form to indicate your preferences for days, dates and times of your course. If there are additional material purchases by class participants, please note this on the Proposal Form for inclusion in the catalog.

DVD Resources: It is no longer required that LIRWC own the DVDs used in the classroom. (Reference the attached LIRWC Fair Use Guidelines and Copyright for nonprofit education institutions.) However, LIRWC does have a The Great Courses subscription and a library of The Great Courses and PBS DVDs for your use. Attached is a current listing for your consideration. If you are interested in using a new The Great Course, PBS or other resource and would like LIRWC to purchase it, complete the attached DVD Purchase Request Form and return with your LIRWC Course Proposal Form for review by the Committee.

Most LIRWC classes meet at the WCTC Waukesha campus. Due to Coronavirus restrictions, room capacities are limited to 15-24 attendees with capacity up to 30 available on a limited basis. There are classes that meet off-site at the First Congregational United Church of Christ in Hartland and Ellenbecker Investment Group, Inc., Education Center in Pewaukee. Please contact the LIRWC office for details if you are planning to teach at a site other than the WCTC Waukesha campus.

Please submit your proposal as soon as possible - all proposals are due in the LIRWC office by Tuesday April 13, 2021. You must use the current LIRWC Course Proposal Form and have all required information completed. This information is very important for scheduling rooms, creating the course catalog and ensuring we meet your teaching requirements.

Send the completed proposal(s) as an e-mail attachment to LIR@WCTC.edu – or print out and mail in. We will send a reply email letting you know we received the proposal. **If you do not hear back from the office within 5 days, please call the office to ensure we received your proposal.** Your proposal is sent to the Committee for review and then we schedule your course and advise you of your dates, days and times. This is approximately four (4) weeks after receipt of your proposal.

If you have any questions please contact the LIRWC office at: 262-695-3473 (Monday through Thursday 9:00 a.m. – 2:00 p.m., closed Friday), or email: LIR@wctc.edu.

WCTC-Learning in Retirement of Waukesha County Inc.

Policy for Instructors and Speakers

LIRWC appreciates all those people who volunteer their time and energy in support of our organization. It is LIRWC's policy that all courses and lectures are for the education of our members and are not for any commercial purposes.

Therefore, we ask instructors and guest speakers to avoid using class time to solicit for their professional or personal business endeavors. Certainly, if someone asks a specific question about the speaker's business, or company, you may address that question.

As a LIRWC instructor, you must adhere to this Policy and to the Fair Use Guidelines and Copyright Policy in developing and teaching your course(s).

Thank you for your interest and support of the LIRWC organization.

LIRWC Curriculum Committee

Attachments: LIRWC 2021 Fall Course Proposal Form
LIRWC Fair Use Guidelines and Copyright Policy
DVD Request for Purchase Form
LIRWC DVD Library Listing