

New Course Proposal Form For Noncredit Classes Only

Please use one form for each course proposed. You may photo copy as needed.

This proposal does not constitute a contract nor does it guarantee that the course proposed will be accepted.

Instructor Information

Instructor: _____ Address: _____

Daytime Phone: _____

Evening Phone: _____

Email address: _____

Program/Course Information

Available to teach (Please circle all that apply): Mornings Afternoons Evenings

Days Available (Please circle all that apply): Monday Tuesday Wednesday Thursday Friday Saturday

Number of Meetings: _____ Length of Each Meeting: _____ Time Preferred: _____

Preferred Dates: _____

What is your expected compensation? Flat fee _____ Hourly _____ or other _____

Minimum number of students _____ maximum number of students _____

Course Title: Short and descriptive or catchy and intriguing!

Catalog Description: 60-100 words; should include WHO the audience is; WHAT they will learn; and HOW they will learn it:

Biography: 30-40 words highlighting your personal experience as it directly relates to this program.

Required Text: Is there required test for this course? If so, we can order your required textbook for you.

Title: _____

Author: _____

Publisher: _____

ISBN: _____ Price _____

Materials Fee: Please estimate the dollar amount (per student) or any additional fees, other than text, which would be payable to you by the student for supplies that you will be providing to them for their personal use (i.e., art kits, equipment, film, etc.) \$_____ per student. This expense will be published in the brochure/catalog. *It is imperative that all costs are indicated prior to the start of class in order to offer quality and financially feasible programs.*

Pre-class Happenings: Are there any preliminary steps for your students prior to class start (questionnaires, supply lists, readings, etc.)? If so, please attach your instructions, and we will mail the information to your students. It is important to note that many students register at the last moment and therefore may not receive the necessary information. Please plan accordingly.

Facilities: If you need special accommodations (i.e., tables, rather than traditional desks; carpeting; etc.) please specify:

Audio/Visual Needs:

Please return this form to: Three Rivers Community College
Continuing Education Department
574 New London Turnpike
Norwich, CT 06360