Lifelong Learning Institute

* COURSE PROPOSAL FORM *

* SUBMISSION DEADLINES:
  - Winter 2019 Term: due August 31, 2018
  - Spring 2019 Term: due January 4, 2019
  - Summer 2019 Term: due April 12, 2019
  - Fall 2019 Term: due June 3, 2019

Please fill out this form even if you have previously taught this LLI course. The LLI follows an academic calendar of three, 8-week terms (Fall, Winter, Spring) and one 4-week summer term. A facilitator is expected to be present at each class or to make arrangements for a co-facilitator or back-up.

* Name of Course Facilitator(s): _________________________________________________

* Address(es): ________________________________________________________________

______________________________________________________________________________
______________________________________________________________________________

Phone: ______________________ Fax: ______________________

Email: ______________________

* Course Title: ________________________________________________________________

* Term (Fall / Winter / Spring / Summer): _____________ Year: ____________

* This course is: _____new _____a continuation _____a repeat

* Required Text(s), if any. (Author, Publisher, Cost, etc.) ________________________

______________________________________________________________________________
______________________________________________________________________________

* Your availability: Morning Session: (10:00-Noon) – or – Afternoon Session: (1:00-3:00)

Please choose three possible times, and please rank them.

1 = First Choice  2 = Second Choice  3 = Third Choice

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* Background/experience/interest of facilitator(s): [A brief notation.]
* Procedure/Format:  
[Discussion / Lecture / Reports / Reading / Audio-Visuals / Guest Speakers / Field Trips]

* Advance preparation needed by participants: __________________________

* Special activities (cost?): _______________________________

* Equipment / Materials Needed by Facilitator:

* Recommended class size: ______

* COURSE DESCRIPTION: Please write a description of the proposed course suitable for publication in the LLI Brochure. Please be specific about unique aspects of your course, such as, field trips, different starting times and ending times, and any prerequisites recommended, etc.

* COURSE OUTLINE/SYLLABUS: Please attach a copy of your syllabus with information about the topic for each class. This document will be mailed to those who register for your course.

* Additional Comments: ____________________________

THANK YOU VERY MUCH FOR YOUR WILLINGNESS TO BE A FACILITATOR! 12/2/10