



Enrichment Programs Course Proposal

INSTRUCTOR INFORMATION

Name: _____
 Address: _____ City: _____
 State/Zip _____ Ph:() _____ E-mail address: _____

COURSE INFORMATION

Audience: Youth _____ Adult _____

Proposed Course Title: _____

Proposed day(s) of week (i.e., Mon./Wed)	Proposed time (i.e., 6-7 p.m.)	Preferred Facility/ Online (i.e., Roosevelt)	Suggested start date (i.e., Sept 6)	Total # of Sessions	Maximum # of Students

Course Description: (to be used for class description in Community Education Brochure. If materials are provided by either you or the participant, please include in the course description)

SUPPLIES AND EQUIPMENT:

Audio visual equipment (indicate dates/times) _____
 Other (i.e., tables, mats, etc.) _____

PHOTOCOPYING NEEDS: Handouts # of pages: _____ # of copies: _____

CLASS SUPPLIES: (specify cost, vendor, and any other special arrangements):

- Provided by instructor: _____
- Provided by participants: _____
- Provided by Community Ed (if any): _____

OPTIONAL: Attached Photo

For ONLINE courses only:

What online delivery software will you utilize? (Zoom, Google Hangouts, Skype, etc.) _____

FOR OFFICE USE ONLY:

Course Number: _____

Category:

- Non-Credit General
- Team Sports/Athletics
- Town Meeting/Civic Forums

- Art/Humanities
- Recreation
- Special Events
- Tour/Trips/Travel/Films
- Health/Safety
- Community Service

- Skill Development
- Social Concerns

Catalog Category:

- Adult Recreation
- Computer
- Creative Living (Home Ec)

- Artful Living (Arts)
- Foreign Language
- Special Interest
- Business/Career
- General Interest
- Trips/Tours

- Family Events/Topics
- Women's Health Issues

Notes: