

College for Seniors

COURSE PROPOSAL

For Curriculum Committee use	
Semester(s) this course was previously offered:	Proposal Number: <input type="text"/>

Please complete this form with the understanding that you may revise the course description and topics before the catalog is finalized. To see a catalog from last semester, go to the College for Seniors Web site: www.isualum.org/en/college_for_seniors

If you are completing this form using Microsoft Word, note that it is done in tables form. To see (or to hide) the gridlines, click the Table menu and click Show Gridlines (or Hide Gridlines).

1. **Course title:** _____

2. **General field of interest** (e.g., Science, Music): _____

3. **Curriculum Committee contact person:** _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

4. **Instructor or coordinator:** _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

Brief background of instructor (all or part of this will be used in the catalog):

5. **Course description** that can be used to advertise the course in the catalog (you may revise this later if you wish).

6. **Specific topics** to be covered in the number of classes proposed:

This paragraph should be on page 2. If you needed more space than was provided on page 1, this paragraph will have moved to page 3. To move it back to page 2, click before the first word of this paragraph and press Backspace to remove the page break.

7. Preferred

class size: ___ 15 or less ___ 16-25 ___ 26-35 ___ 36-45 ___ 46-55 ___ 55 or more

8. Preferred session

(include year) : ___ Sept.-Nov. ___ Jan.-Feb. ___ March-May

9. Preferred number of

weeks and sessions: ___ 4 weeks ___ 6 weeks ___ 8 weeks

___ Once a week ___ Twice a week

10. Check preferred class time. Put N/A where you are not available.

	Monday	Tuesday	Wednesday	Thursday	Comments
9:00-10:30					
11:00-12:30					
1:00-2:30					
3:00-4:30					

11. Recommended textbook (if any): _____

Where to obtain: _____

Cost of textbook: _____

Students will pay: ___ Instructor ___ College for Seniors when registering

12. Copying:

If a large quantity of printed materials is proposed, materials may be offered as a packet to be handed out at the beginning of the semester. Cost of printing, if substantial, may be added to cost of course.

Estimated number of pages to be copied for each session: _____

13. Requested equipment (Podium with microphone, chalk, and dry-mark pens are provided at Scheman and ISU Foundation locations.)

Please check choices. (A more detailed form will be provided for your use before classes begin.)

NOTE: If using PowerPoint, you must provide your own computer.

___ DVD player ___ LCD projector ___ 35mm slide projector
 ___ VHS player ___ Elmo (opaque) projector ___ Lapel microphone
 ___ CD player ___ Overhead transparency projector ___ Laser pointer

14. Please list any potential guest presenters and city in which they live:

15. Is travel reimbursement requested? ___ Yes ___ No