



WESTERN MICHIGAN UNIVERSITY LIFELONG LEARNING ACADEMY

Course Proposal Form

Thank you for your interest in teaching for the WMU Lifelong Learning Academy. The purpose of the Academy is to provide intellectual and cultural learning experiences for adults in an informal and stimulating environment. This form provides the information WMU's staff and the Academy's Curriculum Committee need to plan, schedule and organize the program.

Semester

Fall 20 (September - November) *last day for submission-May 1*

Winter/Spring 20 (February - April) *last day for submission- October 1*

Summer 20 (June - July) *last day for submission-February 1*

Instructor Contact Information

Name

Address

City

State

Zip

Email

Phone (primary)

Phone (cell)

Phone (office)

Proposed Course Title

Please make it as catchy, imaginative and/or humorous as possible.



Course Description

Your course description will be used in the Lifelong Learning Academy catalog. Include what a participant can expect from the course experience. Course description limited to 100 words. We may edit descriptions if necessary and will make every effort to communicate substantive changes to you.

Instructor Bio

Your bio will be used in the Lifelong Learning Academy catalog to introduce you to our members. Include educational background, teaching experience, special training or qualifications in the subject area to be taught and any other relevant information. Instructor bio is limited to 75 words. We may edit descriptions if necessary and will make every effort to communicate substantive changes to you.

Please indicate if you will be inviting a guest speaker:

Yes Name:

No

Recommended Class Size

Indicate your desired minimum and maximum number of participants.

Minimum

Maximum

Class will be canceled if minimum number is not met. Instructors will be notified prior to class cancellation.

Room set-up

Classroom (tables and chairs)

Conference style (tables and chairs)

Lecture (podium and chairs)

No preference

Other, please explain:

Special Room Requirements

Do you have any special room requirements such as dimensions of the room, floor covering(s), etc? If so, please list them. We will make every attempt to accommodate your requirements.

Technology Requests

We will make every attempt to accommodate requests, but supplies are limited.

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> LCD Projector to connect to your laptop | <input type="checkbox"/> Document Camera |
| <input type="checkbox"/> Internet Connection | <input type="checkbox"/> CD player |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> None |
| <input type="checkbox"/> Computer | |

Other:

Please specify any software needs (MS Word, PowerPoint etc...):

Other Materials

If any other instructional or preparatory materials are needed, please list them and anticipated costs.

Instructional Support

Please indicate if you will need any support or training with any of the above technology or materials.

☐ No

☐ Yes, please explain:

Schedule Preferences

Classes are scheduled to meet in two hour time blocks, once per week. We will make every attempt to accommodate your schedule preferences.

Using the table below, check the boxes of the days and times that you are available to teach this course.

Any time and day work for me

Rank	Time Period	Monday	Tuesday	Wednesday	Thursday	Friday
	9:00am-11:00am					
	11:00-1:00pm					
	1:00pm-3:00pm					
	3:00pm-5:00pm					
	6:30pm-8:30pm					

Use the table above to rank your top 3 preferences for days and times that you would like to teach this course.

For how many sessions will your class meet?

On what date would you like your class to start?

Western Michigan University Parking Permit

If your course is assigned to a room in a Western Michigan University building, will you need a parking permit?

Yes; please provide your vehicle license plate number

No

Signature

Proposal information will be reviewed by the Lifelong Learning Academy Curriculum Committee and upon approval you will be contacted by a member of the Curriculum Committee.

**You may either save and print the completed form and mail in,
or save and attach the pdf to an email. Please send to:**

**Joyce Dekau
eup-lla@wmich.edu
3202 Ellsworth Hall
Kalamazoo, MI 49008-5230
Phone: (269) 387-4200
Fax: (269) 387-4226**