

## Course Proposal Form

Please print and mail (or bring during office hours) the completed form to:

Lila Nation, Curriculum Committee Chair  
Senior College at Belfast  
UMaine Hutchinson Center  
80 Belmont Avenue, Belfast, ME 04915

<b>First Name*</b> :
<b>Last Name*</b> :
<b>Phone*</b> :
<b>Email*</b> :
<b>Address*</b> :
<b>City, State, Zip*</b>
<b>Proposed Course Title*</b> :

**Course Description** (as it might appear in the catalog) \*

*Please note that required text(s) and course materials are purchased by each student, not Senior College.* If you require a text, list the author, title, and ISBN if a specific edition is required. If you require course materials (e.g. art supplies) provide a list of those and stipulate whether you will supply the materials and the students will purchase them from you, or whether students must secure them on their own. Please include an estimated price for any purchase the student must make, or an exact amount if they are purchasing from you. If you must have a limit to the number of students in your classes, please include that in the description.

**Instructor Information: \***

For use in the course catalog, please give us a sketch or summary of your educational background and personal experience that suggest why you are qualified to be able to teach this course or are particularly interested in the topic.

**Semester Preferences for Proposed Course**

- Fall (6 weeks)       Spring (6 weeks)  
 Winterim (4 weeks)       Summer

**Semester Preferences for Proposed Course**

- Morning (9:30 - 11:30)  
 Afternoon (1:00 - 3:00)  
 Morning or Afternoon is fine with me  
 One day class (9:30 - 3:00)

All Senior College courses are taught on Thursdays. The fall semester begins on the third Thursday in September, winter session on the third Thursday in January, and spring session on the third or fourth Thursday of March. Summer courses are all one-day seminars or workshops (9:30 - 3:00). One day classes are also offered throughout the year.

**Photocopying, if needed, will be paid for by Senior College.** You are strongly encouraged, however, to email course handouts to your students. **All photocopying is done at County Copy** and can be facilitated through the Senior College office NO LATER THAN 1 PM, ONE FULL WEEK ahead of the target class period, or by the instructor taking the material to County Copy NO LATER THAN MONDAY BY CLOSING of the week of the target class session. If needed, photocopying is done double sided (d/s) and the following limits apply: 10 (ten) pages d/s per student per week (or one day class), or 40 (forty) pages d/s in the winterim session and 60 (sixty) pages d/s in the fall and spring sessions. See the Instructor's Guide for more information about copying on page 4 and the regulations governing "fair use" on pages 8-9.

Again, you are strongly encouraged to email course handouts to students. In cases where that will not work please indicate your planned/estimated copying.

Number of pages d/s for the course:

**Equipment needs (Check all that you think you will need)**

- Computer
- DVD Player
- CD Player
- VCR Player
- Overhead Projector
- Slide Projector
- Screen for Slide Projector
- Blackout Curtains or Windowless Room
- Microphone
- Other

**Classroom Configuration Preference**

- Auditorium-style seating (rows of chairs)
- Auditorium-style seating with tables (rows of tables and chairs)
- Seminar seating (chairs around central table)
- Seating arranged in a circle
- Seating arranged in a U-shape or semicircle

**Do you need a specialized room? \***

- Yes       No

**Do you have other classroom configuration needs? \***

- Yes       No

**Would you like a tour of your classroom before the semester begins? \***

- Yes       No

**Any additional questions or comments for the curriculum committee?**

**The Senior College E-Newsletter**

If you are not receiving our newsletter and would like to, you must sign up for it yourself; we are not allowed to do this for you. To sign up, go to <http://www.belfastseniorcollege.org/> and click on "Sign up for e-news alerts"