



Senior College at Belfast
Hutchinson Center
80 Belmont Avenue
Belfast, Maine 04915
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www.belfastseniorcollege.org

Course Proposal Form

Please either **email** the information requested in this form to: Sharon Romanow, Chair, Curriculum Committee, at curriculum@belfastseniorcollege.org or **download and mail** (or bring) the completed form to: Sharon Romanow, Chair, Curriculum Committee, Senior College at Belfast, UMaine Hutchinson Center, 80 Belmont Avenue, Belfast, ME 04915. Feel free to email Sharon with questions at any time.

Your name: _____ Telephone: _____

Mailing Address: _____ Email: _____

Course

Proposed Course title:

Course description (as it might appear in the course catalog):

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

Semester/Session Preferences for Proposed Course

Fall (6 weeks) Winterim (4 weeks) Spring (6 weeks) Summer
 Morning (9:30 – 11:30) Afternoon (1:00 – 3:00) Either one

All Senior College courses are taught on Thursdays, and the fall semester begins on the third Thursday in September. Summer courses are all one-day seminars or workshops (9:30 – 3:00).

Course Materials

Text you would prefer for your course, if any:

Retail or estimated cost of the text:

Additional materials/supplies needed for your course:

Estimated cost of additional materials per student:

(If the costs for books or materials exceed our budget of \$25 per student, we may need to assess an additional book or lab fee for this course.)

Equipment Needs (Check all that you think you will need.)

- Computer
- DVD player
- CD player
- VCR
- Overhead projector
- Slide projector

- Screen for slide projector
- Blackout curtains or windowless room
- Microphone
- Other

Would you like a tutorial using the equipment before the semester begins?

- Yes No

Classroom Configuration Preference

- Auditorium-style seating (rows of chairs)
- Auditorium-style 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

Would you prefer to limit the size of this class? Yes No (If yes, specify the limit: _____)

Do you need a specialized room? Yes No

- Art studio
- Biology lab
- Chemistry lab
- Computer lab with Macs
- Computer lab with PCs
- Auditorium

Do you have other classroom configuration needs? (If so, explain.)

- Yes No

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

- Yes No

The curriculum is finalized several months before the semester begins, so it is never too early to submit a course proposal. We welcome every proposal and try to respond to each one within a month of receipt. Thank you for volunteering to teach at Senior College at Belfast.