

## Course Proposal Form

Please print and mail (or bring during office hours) the completed form to:  
Nancy Perkins, 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 limit this to approximately 150 words.**

**Required text(s) and course materials**

*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.

**Class Size Limit** (Usually only for art, language and small group discussion classes. If you do set a limit, the maximum you can allow would be appreciated.)

**Instructor Information: Please limit this to approximately 120 words.**

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

**Session 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)

Please indicate dates you prefer for your one day class, starting with the most preferred date.


Fall, winter and spring 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. These may take place on any weekday. If offering a one-day class, please indicate in your proposal how long you would like the lunch break to be (anywhere from 1/2 hour to 1-1/2 hour).

**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) on standard copy paper. 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)**

- No equipment needed
- Computer (all are Mac with Microsoft Office Products, except for one podium PC)
- DVD Player
- CD Player
- VCR
- LCD Projector/Screen
- Screen for Carousel Projector or Overhead Projector
- Blackout Curtains or Windowless Room
- Microphone
- Remote Clicker with a laser pointer
- Other

Please make every effort to avail yourself of the technology training offered, as we may need to pay extra if the tech supporter has to come in before or during your class. Please come in 30 minutes prior to the start of class to set up any equipment you might be using to assure your class runs smoothly. For additional questions about equipment provided by the Hutchinson Center you may contact UMaine Hutchinson Center Technology Coordinator Sam Overlock at 338-8032; samuel.overlock@maine.edu.

**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

**Would you like technical training for the equipment you will be using, if any?**

- 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"