

## Online 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.

**Length of Proposed Course**

**Dates for Proposed Course**

**Class List**

You will be given the list of registrants for your class with email addresses. You can then email course materials to them.

**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"