Personal and Professional Enrichment Classes
Instructor Proposal
Sauk Valley Community College
Community Education Department

Complete one proposal form for each class

Name: ________________________________ Sauk ID: ______________________

Address: ______________________________

City: __________________________ State: ____________ Zip Code: ____________

Home Phone: ____________ Work Phone: ____________ Cell Phone: ____________

E-Mail Address: ______________________________

Title of Course:

_____________________________________________________________________

Course Description:

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PLEASE ATTACH A COURSE OUTLINE
Where do you want to teach the course? If other than on SVCC’s campus, please include address:
________________________________________________________________________________________

Circle the day you prefer to teach:  M  Tu  W  Th  F  Sat
Circle the number of weeks your class will meet:  1wk  2wks  3wks  4wks  5wks  6wks  7wks  8wks

Preferred Date(s) of class:  1st Choice: ____________________________________________
                            2nd Choice: ____________________________________________
Preferred Time(s) of class:  1st Choice: ____________________________________________
                            2nd Choice: ____________________________________________

Textbook, if required (Title, Author, Copyright Date, Edition, Publisher, ISBN#)

Note: most courses do not use textbooks
________________________________________________________________________________________

Supplies students need to bring (attach a list if extensive):
________________________________________________________________________________________

Instructor Supplies:

Please email or drop off handouts that you need copied for class at least one week before the start date.

Equipment- Please circle what you will need in your classroom:

Overhead projector  Video/Television
Computer  Computer projector
Flip chart  Other: __________________________________

The Community Education office will make arrangements for scheduling rooms, ordering books, ordering supplies and arranging for equipment.

Special Concerns or Comments:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________