Instructor Name: ____________________
Home Address: ____________________
City/State/Zip: ____________________
Home Phone: _______________________ 
Cell phone: ________________________ 
Email: ____________________________

Course Title and Description (100 words)
________________________________________

Week by Week Outline
________________________________________

Objectives of the Course
________________________________________

Instructor Bio – Short paragraph (60 words)
________________________________________

Professional website(s)
________________________________________
AV Needs

Class structure: mostly lecture/ mostly discussions/ combination

Off site field trips planned as part of the class?

Guest Speakers? (talk with director about logistics with any guest speaker at the time of proposal submission)

Ideal class size

Handouts/suggested reading - optional:

Resume – One Page (separate attachment is fine)