

COASTAL SENIOR COLLEGE – COURSE PROPOSAL

Submission Deadline Winter 2021 Course Proposal **Deadline October 1, 2020**  
Spring 2021 Course Proposal Deadline **December 15, 2020**

**Please complete this form as a WORD, Tahoma 11 font document and return as an email attachment to Byron Stuhlman, [bstuhl@tidewater.net](mailto:bstuhl@tidewater.net) (529-5706),**

Name	Home Phone
Primary Mailing Address	Cell Phone
Winter Address & Phone	Email

**Course Title:** Consider a catchy, creative title that will draw the reader's attention. We suggest no more than ten words

**Type Title Here (this section will expand as you type)**

**Course Description:** Limit to 15 lines. Due to catalog limitations, we may need to edit to fit. If you wish to provide more information about your course, biography, bibliography, etc., you may do so in the faculty section of the CSC website. If so, write the following at the end of this course description: *For more information, go to Classes on our website at [coastalseniorcollege.org](http://coastalseniorcollege.org).* Instructions on how to send information to the website once your course has been accepted will be sent to you. Also, if you recommend students read one or more books, include the title, author, and edition in your course description. Students are not required to purchase books and CSC does not purchase books for students.

**Type Course Description Here (this section will expand as you type)**

**Instructor Biography:** Provide biographical information relevant to the course, about 10 lines; again, subject to editing.

**Type Biography Here (this section will expand as you type)**

**Preferred Trimester:** Winter 2021\_\_\_\_\_ Spring 2021\_\_\_\_\_

**Terms Dates:** Winter: February 8 - March 26, 2021 (\*February 15, 2021, Presidents' Day)  
Spring: April 5 – May 28, 2021

\*Some sites may be closed.

**It is likely that some or all of the sites we have used in the past will not be available for our classes in 2021, given the corona virus situation. Thus, we may be teaching by Zoom in the winter and spring as in fall of 2020.**

**Zoom Information: Do you have a Zoom account through the Maine Senior College Network (USM) or a personal professional account? YES\_\_\_\_\_ NO\_\_\_\_\_**

**Are you ready to teach using Zoom? YES\_\_\_\_\_ NO\_\_\_\_\_**

Courses are 4-8 weeks. If you would like to have a customized course schedule, please contact Byron Stuhlman at the email or phone listed above.

**How many weeks** will your course be? \_\_\_

**What are your first and second choices for Day of Week and Time.** A second choice is necessary should your first choice not be available.

**Preferred Day** \_\_\_\_\_ (No classes are scheduled Monday afternoon and weekends)

**2<sup>nd</sup> Choice of Day** \_\_\_\_\_

**Preferred Times** \_\_\_\_\_ (Typically two hours/session, between 9:30 – Noon or 1:30 – 3:30)

**2<sup>nd</sup> Choice of Times** \_\_\_\_\_

**Preferred Start & End Dates:** First class \_\_\_\_\_ Last class \_\_\_\_\_

**Any skip dates?** \_\_\_\_\_

**If we are able to teach at a site:**

**Preferred Location:** Camden \_\_\_\_\_ Rockland \_\_\_\_\_ Wiscasset \_\_\_\_\_ Thomaston \_\_\_\_\_  
Bremen \_\_\_\_\_ Damariscotta/Newcastle \_\_\_\_\_

**Note: Minimum Registration for Porter Hall, Skidompha is 20.**

Boothbay area \_\_\_\_\_ Other? \_\_\_\_\_

**What is the minimum \_\_\_\_\_ and maximum \_\_\_\_\_ number of students you will accept?**

**Instructors must set a maximum for their courses, which will be listed in the catalog. Maximums will not be raised and no wait list will be maintained. When a course is filled, this will be noted on the website.**

**If we can again use regular classroom spaces, what is your preferred classroom set-up?**  
(classroom, chairs in circle, tables, etc.)

**Again, if we can use conventional classroom spaces, what are your audio-visual equipment needs:** Identify what you require, including what you will bring and what CSC needs to supply, such as projector, projection screen, podium, white board, flip chart, etc.

A/V Equipment you will provide:

A/V Equipment you will need from CSC:

Will you need instruction on any provided A/V Equipment?

**If you are teaching via Zoom, will you need an External Camera?**

**Teaching supplies and books:** Instructors are allocated \$20/student for copying handouts and related supplies. Students are not required to purchase books nor may the \$20/student allocation be used to purchase books. If it is important that your students read certain publications, you may say so in your course description.

**Download this form as a Word document, complete and Email** it as an attachment to Byron Stuhlman, bstuhl@tidewater.net (529-5706), PO Box 74, Round Pond, ME 04564.