

## COASTAL SENIOR COLLEGE

### COURSE PROPOSAL FORM

Dear Instructor: Please complete this form as a WORD document and return as an email attachment so it can be distributed to the Curriculum Committee.

**Name of Course Instructor:**

**Phone:**

**Mailing Address:**

**Email:**

**Course Title** (Consider a catchy, creative title. We suggest no more than ten words)

**Course Description:** Limit to 180 words. Due to catalog limitations, we may need to edit to fit. You may wish to provide additional information about your course, biography, bibliography, etc. in the faculty section of the CSC website. If so, write the following at the end of your course description, "*For more information, go to Course Description on our website at [coastalseniorcollege.com](http://coastalseniorcollege.com).*" You will receive instructions on how to add information once your course has been accepted. Also, if you highly recommend students read one or more books, include the title, author, and edition in this course description.

**Instructor Biography:** Provide biographic information relevant to the course, between 45-65 words; again, subject to editing.

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

2017 Trimester Dates:

*Winter: February 6 - March 17 (no class Feb. 20, Presidents Day)*

*Spring: April 3 - June 9 (no class May 29, Memorial Day)*

*Fall: September 25 - November 17 (no class Oct 9, Columbus Day and Nov. 11, Veterans Day)*

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

(Fall and Spring courses are planned for 4-8 weeks and Winter courses are planned for 4-6 weeks)

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

**Preferred Time** \_\_\_\_ (Typically two hours/session, between 9:30 - Noon or 1:30 - 4:00)

**Preferred Start & End Dates:** First class \_\_\_\_ Last class \_\_\_\_ Any skip dates? \_\_\_\_

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

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

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

**What is your preferred classroom set-up?** (classroom, chairs in circle, tables, etc.)

**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:

Other A/V Equipment you will need:

**Teaching supplies and books:** Instructors are allocated \$20/student for copying and related supplies. Students are not required to purchase books for CSC courses nor may the \$20/student allocation be used for books.

**Email this form** as a WORD document to Curriculum Chair Paul Somoza [kaypaul75@gmail.com](mailto:kaypaul75@gmail.com),  
5 Waterview Lane, Newcastle, ME 04553, (563-8472)

*Coastal Senior College does not take positions on public issues*

