

Continuing Education Course Proposal / Instructor Application

Session Dates and Proposals Due Dates
Please check the session in which you'd like to offer the course.

___ Fall: September 1 - December 31	Proposals due June 15
___ Winter/Spring: January 1 - May 31	Proposals due October 15
___ Summer: June 1 - August 31	Proposals due February 14

Complete form and return by the corresponding deadline. Attach your resume, bio, and/or other qualifications to this form.

INSTRUCTOR INFORMATION

Name: _____ Email _____

Address _____ City _____ State _____ Zip _____

Phone Number: Home _____ Cell _____ Work _____

Credentials (What makes you qualified to teach this class? experience, education, etc.)

PROPOSED COURSE INFORMATION

Suggested Course Title: _____ Max # of registrants: _____

Pref. Day(s)/Week: _____ Time: _____ Dates: _____ Total # Hrs. _____

Additional material fees/books/other expenses we should consider when setting course fee: _____

Identify primary objective and content that will be covered in your class.

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Why do you feel there is a need for this course? _____

Is there a specific target audience for this course (age, occupations, etc)? _____

How will you help to promote registration for your course? _____

COURSE DESCRIPTION *This will be used for the catalog. Format that works well is 2 – 3 sentences.*

INSTRUCTOR BIO *Please provide a brief bio highlighting your experience/background to include in the catalog.*

Special room arrangement, supplies, copies requested: _____

If you have questions or would like to discuss your ideas, please contact Rebecca Bauer at (715) 389-6520.

Return form to: Office of Continuing Education
UW-Marshfield/Wood County
2000 West 5th Street
Marshfield, WI 54449
(715) 389-6520
msfce@uwc.edu

Audio Visual Request:

- Flip Chart
- Overhead Projector
- PowerPoint
- DVD Player
- CD Player