



Continuing Education Credit-Free Course Proposal

Complete this form (one form per course) and mail to the following:
For Computer Programs: Bruce Manning, MS #16 P.O. Box 1046, Manchester, CT 06045-1046; fax to 860-512-2801 or email bmanning@manchestercc.edu.

For Credit-Free Programs: Stephen Campiglio, MS #16, P.O. Box 1046, Manchester, CT 06045-1046; fax to 860-512-2801 or email to scampiglio@manchestercc.edu.

For more information, contact Stephen Campiglio by email or call 860-512-2824.

INSTRUCTOR INFORMATION

First Name	MI	Last Name	Date
Street Address			Apt. No.
City			State Zip
Home Phone	Work Phone	Cell Phone	
Email		Are you a Connecticut state employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can students contact you directly? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please check all that apply. <input type="checkbox"/> Day Phone <input type="checkbox"/> Evening Phone <input type="checkbox"/> Email	

SCHEDULING INFORMATION

Available to Teach (check all that apply) <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings	Days Available to Teach (check all that apply) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Please tell us if there is an ideal class size and why. Also, tell us if there is a maximum class size and why.			
Number of Meetings	Length of Each Meeting	Time Preferred	Total Hours
Preferred Dates		Second Choice Dates (for scheduling flexibility)	
Location: Willing to Teach at (please check all that apply) <input type="checkbox"/> MCC <input type="checkbox"/> Own Facility (requires certificate of liability)		If own facility, please supply business name and address	

CLASSROOM NEEDS/EQUIPMENT

Which would you prefer? <input type="checkbox"/> Desks <input type="checkbox"/> Tables	What type of flooring do you prefer? <input type="checkbox"/> Carpet <input type="checkbox"/> Tile
Do you need an open space for movement activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need a sink? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need computers for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any other special accommodations or needs? Please explain. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Do you need a computer for the instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need a projector? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need a CD player? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of computers required? <input type="checkbox"/> Mac <input type="checkbox"/> PC	
Software needs, please specify _____	

OFFICE USE ONLY

Subject Category for Print Catalog _____ Subject Category for Banner/Online: _____ Number Grade Required? _____

COURSE INFORMATION

New courses must include a course outline/syllabus with learning objectives. MCC reserves the right to edit the course description and/or instructor biography.

Course Title	Is this a <input type="checkbox"/> New Course <input type="checkbox"/> Existing Course
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Course Description: For new courses, provide 60-100 word description that includes who the audience is, what they will learn, and how they will learn it. For existing courses, please provide revised description or indicate below "No changes".

Instructor Biography: For new instructors, provide 30-40 words about yourself, highlighting your personal experience as it directly relates to the course. Include your credentials, such as college degrees, licenses held or certification that qualifies you to teach the course (attach copies of your credentials to this course proposal). For returning instructors, please provide updated instructor biography or indicate below "No changes."

Indicate audience or potential market that would be interested in this course. Course Title	How can we best market this course?
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Required Text: Please do not use a required text unless absolutely necessary. We will order any "required" textbooks from the MCC Bookstore. If you'd like, you may suggest a "recommended" text in your course description, but these texts cannot be ordered through the MCC Bookstore; students are advised to shop for them at their local bookstores. If your text is recommended, please do not complete this section, but rather note the title and author in the course description.

Title	Author(s)	
Publisher	ISBN #	Price

Materials Fee: The course fee (tuition) and your compensation for teaching (stipend/salary) are not the materials fee. Students pay the course fee directly to the college, the college pays instructors to teach, and some instructors provide materials to students for an additional fee. This fee is paid directly to the instructor by the student, usually at the first class. A materials fee cannot be charged to students unless: A) it has been discussed with the director and B) it has been listed in the catalog course description.

If you have already consulted with the director regarding your need to charge a materials fee, please estimate the dollar amount (per student) that would be payable to you by the students for supplies that you will be providing to them for their personal use (i.e., art kits, specialized equipment, film, etc.).

\$ is a per student fee and will be published in the catalog.

Note: If you are buying in bulk, please provide us with the total amount that you will need to collect from the group in order to cover materials.

\$

Handouts: Please include the handouts for this course (if any). Be aware that most published materials have copyright restrictions. You may place items on reserve in the library for students to access.

Pre-class Happenings: Are there any preliminary steps for your students prior to class start (questionnaires, supply lists, reading, etc.)? If so, please attach your instructions, and we will mail the information to your students. It is important to note that many students register at the last moment and therefore may not receive the necessary information. Please plan accordingly.

Prerequisites: Credit-free courses generally do not have prerequisites, which reduce the number of potential students. However, if there are prerequisites, please state: