



Excursions in Learning New Course Proposal

Complete and mail to Linda Armstrong, Excursions in Learning, MS #16, P.O. Box 1046, Manchester, CT 06045-1046; submit in-person to the Continuing Education Office, LRC B147g; fax to 860-512-2801 or email to LArmstrong@manchestercc.edu. New instructors must include a résumé and three references or letters of recommendation with the new course proposal.

For more information, please contact Linda Armstrong, Excursions in Learning Youth Programs at 860-512-2804 or go to www.manchestercc.edu/excursions.

INSTRUCTOR INFORMATION

First Name	MI	Last Name	Date
Street Address (including apt/unit #)			
City			State Zip
Cell Phone Number		Email Address	
Date of Birth		Last Four Digits of Social Security Number	

COURSE INFORMATION

Course Title	
Grade Level (select one) <input type="checkbox"/> K-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> Other: _____	Preferred Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Course Description (Please provide one paragraph description that includes activities, objectives and goals. Be as specific as you can.)	
Instructor Biography: (Please provide four-five sentences about yourself starting with your college degrees. This will be printed in our catalog.)	

CLASSROOM NEEDS/EQUIPMENT

Which would you prefer? <input type="checkbox"/> Desks <input type="checkbox"/> Tables	Type of computers required? <input type="checkbox"/> Mac <input type="checkbox"/> PC
Do you need an open space for movement activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Software needs, please specify _____
Do you need computers for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No	What type of flooring do you prefer? <input type="checkbox"/> Carpet <input type="checkbox"/> Tile
Do you need a computer for the instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need a sink? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need a projector? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any other needs? Please explain.
Do you need a CD player? <input type="checkbox"/> Yes <input type="checkbox"/> No	