

Business & Industry at MCC New Course Proposal Form

Section A. Instructor Information

Instructor Name:	SS#:
Street Address:	
City/State/Zip:	
Daytime Phone (please include area code):	Evening Phone (please include area code):
E-mail Address:	
Can students contact you directly? Yes	
If yes, <i>please check all that apply:</i>	
Day phone <input type="checkbox"/>	Evening phone <input type="checkbox"/> E-mail <input type="checkbox"/>
Willing to teach at (please check all that apply):	
MCC <input type="checkbox"/>	
East Hartford Cultural Center <input type="checkbox"/>	
Days available to teach: (please check all that apply)	
Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/>	
Time periods available to teach: (please check all that apply)	
Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/>	

Section B. Program/Course Information

Number of class meetings:	Length of each meeting:
Preferred dates (see attached calendar):	Second choice dates:
Course Title: (Short and descriptive or catchy and intriguing!)	
Catalog Description: 60-100 words; should include WHO the audience is; WHAT they will learn; and HOW they will learn it.	
Instructor Biography: (please provide one or two sentences about your credentials for inclusion in the catalog)	

Course Outline/Syllabus (PLEASE ATTACH A COURSE OUTLINE/SYLLABUS WHICH INCLUDES LEARNING OBJECTIVES)

Required Text (please do not use a required text unless absolutely necessary.)
Will you <i>require</i> a textbook for the class? If yes, please provide info below and your textbooks will be ordered through the MCC Bookstore.
Title:
Author:
Publisher:
ISBN#:
Price:
<i>Note: "Recommended" texts are not ordered through the MCC Bookstore; students are advised to shop for them at their local bookstores.</i>

Materials Fee: <i>The course fee (tuition) and your compensation for teaching (stipend/salary) are not the materials fee. Students pay a 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, in exchange for materials listed in the catalog. A materials fee cannot be charged to students unless A) it's been discussed with the Director and B) it's listed in the catalog course description.</i>
If you have already consulted with the Director regarding your need to charge a materials fee, please estimate the dollar amount (<i>per student</i>) of any additional fees, other than text, which would be payable to you by the student for supplies that you will be providing to them for their personal use (i.e. art kits, specialized equipment, film, etc.)\$ (This fee will be published in the catalog.) Note: If you are buying in bulk, please provide us with <i>the total amount</i> that you will need to collect to cover materials. \$

Section C: Facilities/Audio Visual Needs

List any special accommodations needed with regards to your class (i.e. students should be seated at tables rather than traditional desks, a conference room is preferred, water must be accessible, a carpeted room is necessary, instructional media required, etc)

Section D

Additional comments and/or questions:
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Please return this form to Eileen Stern, Director of Business & Industry Services by October 6.