

Community Enrichment Course Proposal

Course Name: _____ Start Date: _____ End Date: _____
 Night(s) of Week: _____ Time: _____
 Total Number of Sessions: _____ Total Number of Hours: _____
 Student Limit: _____ Semester: _____ Year: _____
 Location: _____
 Please list special requests (example: need sink) _____
 Additional Material Fees: \$_____ Payable to: _____
 Student Purchased Supply List (attach list): Yes No Estimated Cost: \$_____

Instructor's Name: _____

Contact person if other than instructor: _____

Address: _____

Hm. Phone: _____ Cell: _____ Wk. Phone: _____

Email Address: _____

Course Description: (Please be brief, yet highlight key points, see sample on reverse).

Instructional Needs: (Attach book list if applicable, school/office supplies, photocopying- available one week prior to class)

Technology Needs: Circle all that apply (available upon request one week prior to class)

Apple Laptop
 LCD Projector
 TV/VCR
 TV/DVD
 Speakers
 Sound System

*Please note that personal computers may NOT be able to access the Internet in all classrooms.

FOR OFFICE USE ONLY

- | | | |
|---|---|---|
| <input type="checkbox"/> Enrichment | <input type="checkbox"/> Syllabus on File | <input type="checkbox"/> Paid Instructor |
| <input type="checkbox"/> Diploma | <input type="checkbox"/> Course Fee _____ | <input type="checkbox"/> Volunteer Instructor |
| <input type="checkbox"/> College Transition | <input type="checkbox"/> Book Fee _____ | |

SAMPLE COURSE DESCRIPTION:

WATERCOLOR

Learn watercolor in a relaxed environment. Beginners and those who wish to advance their skills will learn about materials, mixing colors, “tricks and techniques”, composition, light and shadow, and more. A list of materials and a weekly lesson plan will be sent to you after you register for the course. Class limit 10.

PLEASE RETURN TO:

Mid-Maine Regional Adult Community Education
One Brooklyn Avenue
Waterville, Maine 04901
(207) 873-5754