

Community Enrichment Course Proposal

Course Name: _____

Start Date: _____ End Date: _____ Storm Makeup date: _____

Night(s) of Week: _____ Start Time: _____ End 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)

Mac Laptop
 LCD Projector
 TV/VCR/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"/> Course Fee _____ | <input type="checkbox"/> Paid Instructor |
| <input type="checkbox"/> Syllabus on File | <input type="checkbox"/> Book Fee _____ | <input type="checkbox"/> Volunteer Instructor |

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
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Waterville, Maine 04901
(207) 873-5754