

Please save this file to your computer before filling in fields. Save again when you are done and attach it to an email for return.

## **Society for Lifelong Learning at WKU Course Proposal Form**

**Course title:** \_\_\_\_\_

**Course description (75 words or less):**

---

---

---

---

**Course outline** (Attach an outline including trips, guest lecturers, film, etc.)

**Requested term/year:**    Spring 2018 (3/13-5/3)    Fall 2018 (9/18-11/8)    Other

**Course length:**    4 Weeks    6 Weeks    8 Weeks    Other: \_\_\_\_\_

**Are you willing to teach more than one section of this course in the same term?**  
Yes  No

**Maximum number of students:** \_\_\_\_\_

**Describe any special space and/or audio/visual needs:**

---

**Textbook:**    none needed    recommended    required (should not be over \$30)

Author: \_\_\_\_\_  
Title: \_\_\_\_\_  
ISBN: \_\_\_\_\_  
Price: \$\_\_\_\_\_

**Any additional fees or materials** which the student must purchase? Yes  No

If yes, estimated cost per student is \$\_\_\_\_\_. Please provide a materials list, and note that the instructor may be responsible for collecting any fees associated with the course.

Please note that SLL has a firm no-solicitation policy and we thank you for your compliance.

**Materials for Participants:** Preferred method is to send as attachment(s) in an email. If paper copies are necessary, the recommended limit is 2 pages per participant per class meeting. (Example: 16 for an 8-session course or 8 for a 4-session course). Will you be using paper copies? Yes  No

**Instructor Information**

**Name** (including title): \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Telephone:** (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**E-mail address:** \_\_\_\_\_  
**Include email address in catalog?** Yes  No

**Additional instructors** (name, mailing address, telephone, e-mail):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor biography for catalog** (40 words or fewer)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am available to teach** (check **ALL** that apply):

	<b>Tues</b>	<b>Wed</b>	<b>Thu</b>
<b>9:00 - 10:30 a.m.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11:00 am - 12:30 p.m.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1:30 - 3:00 p.m.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3:30 - 5:00 p.m.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5:30 - 7:00 p.m.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**A time period not specified above:** \_\_\_\_\_

**Preferred days/times:** \_\_\_\_\_

**Location, if other than Knicely Conference Center:** \_\_\_\_\_

**Name of Person Who Requested You Propose A Course:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

Submit this completed form as an email attachment to [sll@wku.edu](mailto:sll@wku.edu) or deliver/mail to:

Society for Lifelong Learning at WKU  
ATTN: Cindy Ehresman  
2355 Nashville Road  
Bowling Green, KY 42101