WKU Society for Lifelong Learning
Course Proposal Form

Curriculum Committee Contact Person ___________________________

Course Information

Course title:

Course description (75 words or less):

Course outline  (Attach a detailed outline for each class meeting including trips, guest lecturers, film, etc.)

Requested term/year:  □ Fall 20___  □ Winter 20___  □ Spring 20___  □ Summer 20___

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?  No ____  Yes ____

If so, estimated cost per student is _____. Please provide a materials list, and note that the instructor is responsible for collecting any fees associated with the course.

Materials for Participants:  Preferred method is to send as attachment(s) in an email or post on course web page.

If paper copies are necessary, the 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?  No ____  Yes ____
Instructor Information

Name (including title):

Mailing address:

Telephone: (home) (cell phone)

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 less)

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Tues</th>
<th>Wed</th>
<th>Thur</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 - 10:30 a.m.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11:00 am - 12:30 p.m.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>1:30 - 3:00 p.m.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5:30 - 7:00 p.m.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Any time, any day:

Preferred days/times:

Location, if other than Knicely Center:

Date submitted:

Submit this completed form to Dr. Cindy Ehresman, 123 Knicely Conference Center, Western Kentucky University, 1906 College Heights Blvd., Bowling Green, Ky. 42101. Please contact Dr. Ehresman at (270) 745-1910 or cindy.ehresman@wku.edu regarding questions about this form.