ILR Course Proposal Form

***This form is used by the curriculum committee for review and approval and the course schedulers for publicity and room assignment. Please fill it out completely.***

Course Title:

Instructor contact information (name, address, phone and email):

Course Description:

Brief Biography or Experience in this field:

The Learning Objective for this course would be:

Brief Weekly Outline:

Do you have special room needs. For example, you might need a room with tables for demonstrations or perhaps a room that could be darkened.

Do you wish to limit enrollment and if so, to what number \_\_\_\_\_\_\_\_

ILR offers two sessions in the fall and two in the winter/spring. Do you anticipate any conflicts that would prevent you from teaching in a particular session? For example, you might want to teach in the fall, but you are going to be gone for several weeks in November.

All teaching aids (such as projectors, lapel microphones and so forth) should be arranged by submitting a request to the person in charge of room scheduling at the administration office of the HOA where your course is to be held.

Miscellaneous Comments:

Please email completed course proposal to mel.durchslag@gmail.com