

**Senior College of Greater Des Moines
Course Proposal**

All Information including Equipment/Teaching Tools is Required for each Course

GENERAL COURSE INFORMATION

Typically courses are offered one day per week for two hours sessions. Courses can be offered from 4-8 weeks, depending on the subject matter.

Course Title: _____

Preferred Dates: _____

Fall Semester: Mid-September through November; Spring Semester: Mid-March through July

Preferred Day of the Week (Monday-Friday): _____

Preferred Class Time: 10:00 a.m. – Noon _____ 1:00 p.m. – 3:00 p.m. _____ Other (specify): _____

Location Preference: _____

COURSE DESCRIPTION

Please write your course description as you would like it to be printed in the catalog. Description should include course content written in an enthusiastic, interesting narrative.

CLASS ROOM SET-UP STYLE & TEACHING TOOLS

Classroom Style (tables & chairs): _____ Theater Style (chairs only): _____ Small Group: _____

Audio Visual (list type of equipment needed): _____

Podium: _____ White Board: _____ Other (please specify): _____

Textbook: Yes _____ No _____

COURSE REQUIREMENTS

The Senior College requires a minimum of 12 students to be enrolled in each course. If the learning experience of your course requires a MAXIMUM number of students, please list that here:

My course needs to be limited to _____ number of students.

My course does not need to be limited to a maximum number of students. _____

Are there prerequisites for this course? No _____ Yes (specify) _____

INSTRUCTOR BIO

The Senior College includes a brief bio of the course instructor in its advertising and course catalog. Please describe your education and expertise as well as any interesting facts about your life!

CONTACT INFORMATION

Your Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail Address: _____

Please list any other areas needed for a positive educational outcome.

Thank you so much for choosing to teach for the Senior College of Greater Des Moines. If you have questions, please call Judy at 515-491-4413 or email JehSheets@yahoo.com

Send your completed proposal to:

Judy Sheets
4600 SW 6th Street
Des Moines, IA 50315