



Community Education Non-Credit Course Proposal

Complete this form (one form per course) and mail to the following:

Kelley Tilden, Director of Community Education
 1 Massasoit Boulevard, Brockton, MA 02303
 or email ktilden@massasoit.mass.edu or call (508) 588-9100 x1310

INSTRUCTOR INFORMATION

First Name	MI	Last Name	Date		
Street Address			Apt. No.		
City			State	Zip	
Home Phone	Work Phone		Cell Phone		
Email		Date of Birth			
Can students contact you directly?	Yes	No	If yes, please check all that apply.	Day Phone	Evening Phone
				Email	

SCHEDULING INFORMATION

Able to Teach (check all that apply)			Days Available to Teach (check all that apply)						
Mornings	Afternoons	Evenings	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please tell us if there is an ideal class size and why. Also, tell us if there is a maximum class size and why.									
Number of Meetings	Length of Each Meeting		Time Preferred		Total Hours				
Preferred Dates			Second Choice Dates (for scheduling flexibility)						
Location: Willing to Teach at (please check all that apply) Brockton Canton Middleborough Own Facility (requires certificate of liability)			If own facility, please supply business name and address						

CLASSROOM NEEDS/EQUIPMENT

Would you prefer?	Desks	Tables	What type of flooring do you prefer?		Carpet	Tile
Do you need an open space for movement activities?	Yes	No	Do you need a sink?	Yes	No	
Do you need computer for all students?	Yes	No	Any other accommodations or needs? Please explain.			
Do you need a computer for the instructor?	Yes	No				
Do you need a projector?	Yes	No				
Do you need a CD player?	Yes	No				
Type of computers required?	Mac	PC				
Software needs, please specify						

OFFICE USE ONLY

Subject Category for Print Catalog

Subject Category for Banner/Online

Number Grade Required?

COURSE INFORMATION

New courses must include a course outline/syllabus with learning objectives. MCC reserves the right to edit the course description and/or instructor biography.

Course Title	This is a	New Course	Existing Course
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Course Description: For new courses, provide a 50-75 word description that includes who the audience is, what they will learn, and how they will learn it. For existing courses, please provide revised description or indicate below "No changes".

Instructor Biography: For new instructors, provide 30-40 words about yourself, highlighting your personal experience as it directly relates to the course. Include your credentials, such as college degrees, licenses held or certification that qualifies you to teach the course (attach copies of your credentials to this course proposal). For returning instructors, please provide updated instructor biography or indicate below "No changes."

Indicate audience or potential market that would be interested in this course.	How can we best market this course?
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Required Text: Please do not use a required text unless absolutely necessary. We will order any "required" and "recommended" textbooks from the MCC Bookstore. If your textbook is only recommended, please do not complete this section, but rather note the title and the author in the course description.

Title	Author(s)		
Publisher	ISBN#	Price	

Materials Fee: The course fee (tuition) and your compensation for teaching (stipend/salary) are not the materials fee. Students pay the course fee directly to the college, the college pays instructors to teach, and some instructors provide materials to students for an additional fee. This fee is paid directly to the instructor by the student, usually at the first class. A materials fee cannot be charged to students unless: A) it has been discussed with the director and B) it has been listed in the catalog course description.

If you have already consulted with the director regarding your need to charge a materials fee, please estimate the dollar amount (per student) that would be payable to you by the students for supplies that you will be providing to them for their personal use (i.e., art kits, specialized equipment, film, etc.).

\$ is a per student fee and will be published in the catalog.

Note: if you are buying in bulk, please provide us with the total amount that you will need to collect from the group in order to cover materials.

\$

Handouts: Please include the handouts for this course (if any). Be aware that most published materials have copyright restrictions. You may place items on reserve in the library for students to access.

Pre-class Happenings: Are there any preliminary steps for your students prior to class start (questionnaires, supply lists, reading, etc.)? If so, please attach your instructions, and we will mail the information to your students. It is important to note that many students register at the last moment and therefore may not receive the necessary information. Please plan accordingly.

Prerequisites: Non-credit courses generally do not have prerequisites, which reduce the number of potential students. However, if there are prerequisites, please state: