

# Course Proposal Form

The Lifelong Learning Institute

Course Title

Course Description

## Dates

Date Proposal  
Submitted:

Fall

Spring

Summer

Semester:

## Facilitator / Co-Facilitator

Facilitator  
Name:

Email:

Phone:

Co-Facil  
Name:

Email:

Phone:

## Outside Speaker / Presenter

Name of Speaker / Presenter

Amount of Honorarium:

## Textbook

Title:

Author:

Is the Book Optional?

## Scheduling Requests

Location 1:

Location 2:

Preferred times to schedule the course  
(Available times depend on location - note on Page 2 any Dates  
you are not available)

M T W Th F

AM:

PM:

Number of  
Weeks:

Hours per  
Week:

## Unavailable Dates & Other Scheduling Requests

## Number of Participants

Minimum:

Maximum:

# Course Proposal Form

The Lifelong Learning Institute

## Required Support Services

White Board

Flip Chart

Portable Microphone

LCD Projector

Wi-Fi

Screen

Remote

FLEX Room for LLI  
Hybrid Course

Other (describe in Additional  
Information field below)

## Room Configuration

Classroom

U-Shape

Square / Rectangle

Lecture Style

Tables

## Additional Information