

Tips for Completing the Course Proposal Form

Due Dates
February 20—Summer Sampler
May 20—Fall Semester
September 20—Spring Semester

1. **Scheduling Options:** A.) To allow more flexibility in scheduling, choose two in-person preferences for site and day of the week. If neither of your requested sites are available, your class will be assigned to a room at Waubonsee College.
B.) Indicate “Zoom” if you desire a completely online Zoom format.

Please be aware that

- Honorariums may be offered to outside speakers and guest presenters. An outside speaker presents in collaboration with the course facilitator. A guest presenter is responsible for presenting the entire course. An outside speaker may be offered an honorarium up to \$150, and a guest presenter may be offered an honorarium up to \$300.
- Zoom facilitators will be asked to demonstrate proficiency in the online Zoom format and/or complete training to allow for an optimum experience for course participants. (Contact the Curriculum Council Facilitator Working Group for information.)
- Facilitators are responsible for familiarizing themselves with the facilities and verifying the technology that is available at remote sites.
- Occasional scheduling difficulties may necessitate moving an approved course to a subsequent semester.
- Scheduling questions may be directed to Scheduling Coordinator, Beth Johnson, (630) 336-6159, bethmjohnson@comcast.net.

Sites available for scheduling:

Sites are listed in the drop-down menu

2. **Course Description:** The concise course description should use illustrative language to detail the content of the course and arouse the reader’s interest. Any guest presenters/speakers should be identified, and any initial reading assignments should be noted. A maximum of 150 words is allowed. **The Curriculum Council Working Group may edit the course description for style, clarity, and consistency.**
3. **Support Services/Room Configuration:** Complete the Required Support Services/Room Configuration sections to ensure that your course is scheduled in an appropriate room that meets your technology needs and that the room is configured to facilitate your presentation.
4. **Questions?** The Curriculum Council Working Group is available via phone, text, or e-mail to answer your questions: Beth Johnson, (630) 336-6159, bethmjohnson@comcast.net; Susan Foody, (630) 408-1561, liselda@yahoo.com; Mary

Hauge (630) 556-3371, maryehauge@gmail.com; Jerry King, (847) 533-2323, jwking.lll.waubonsee@gmail.com

5. **The completed course proposal will automatically be sent to:** Jerry King and Beth Johnson for processing

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