

The Lifelong Learning Institute
At Waubensee Community College
Course/Guest Presentation Proposal Form

Course						
<input type="checkbox"/> Fall		<input type="checkbox"/> Spring		<input type="checkbox"/> Summer		Year: _____
						Date submitted: _____
Title: _____						
Facilitator/Organizer						
<input type="checkbox"/> Facilitator			<input type="checkbox"/> Organizer:			<input type="checkbox"/> Co-facilitator:
Name: _____			Name: _____			
Best phone to reach you: _____			Best phone to reach you: _____			
Best email to reach you: _____			Best email to reach you: _____			
Scheduling Requests						
Sites: _____ _____ _____						
Number of weeks: _____						
Number of hours your course will meet each week: _____						
Day of Week and Time. Indicate all that can be scheduled. Please note that start times may vary depending on location.						
	Mon	Tue	Wed	Thu	Fri	Sat
Morning	-	-	-	-	X	-
Afternoon	-	-	-	-	-	-
Number of participants: Minimum ____ Maximum ____						
Dates when facilitator is not available: _____						
Support Services – Media Equipment & Others						
<input type="checkbox"/> White Board		<input type="checkbox"/> Portable Microphone			<input type="checkbox"/> Wi-Fi	
<input type="checkbox"/> Flip Chart (paper & markers)		<input type="checkbox"/> Document Camera (ELMO)			<input type="checkbox"/> Sink	
<input type="checkbox"/> Projector Screen		<input type="checkbox"/> Portable LCD Projector			<input type="checkbox"/> Piano	
<input type="checkbox"/> VHS/DVD Player		<input type="checkbox"/> Laptop Computer			<input type="checkbox"/> Other _____	
<input type="checkbox"/> Smart Room		<input type="checkbox"/> Mobile Microphone from WCC				

Course Details

Course Title

Facilitator(s)

Concise description of program for LLI catalog copy. Include Guest Presenter's name/background in description if organizing a Guest Presentation. (Maximum 70 words)

Word Count _____

Maximum Participants: _____

Course Objective for LLI catalog copy: (Maximum 25 words)

To

Word Count _____

Textbook

Title:

Publisher:

Author:

ISBN:

Required

Optional

Edition Used by Facilitator

Submit proposal to LLI Coordinator:

Barb Jachna
Waubonsee Community College
Rt. 47 at Waubonsee Drive
Sugar Grove, IL 60554
bjachna@waubonsee.edu
(630) 466-6804

REVISED: JANUARY 2018

Proposal Instructions and Current Information

Proposal due dates:

January 20th – SUMMER Sampler

February 20th – FALL Semester

July 20th – SPRING Semester

1. **Course/Presentation Objective:** The course/presentation objective should be supportive of, and responsive to, LLI's values, mission and vision as currently stated below. Example: "To increase understanding and appreciation of a great novel."

Our **Values** include continued learning, intellectual inquiry, social interaction and active member participation in life-long learning.

Our **Mission** is to provide our membership with a defined and member-generated framework for life-enriching dynamic educational experiences through life-long learning programs.

Our **Vision** is to be a self-sustaining and self-governing community of active mature adults offering a diverse and intellectually stimulating array of non-credit educational offerings in a wide variety of academic disciplines.

2. **Course/Presentation description:** This should be a concise description of your offering, neatly written or typed and ready for the catalog. The course/presentation description should explain what the participants may expect to experience. It should not be redundant of the Course Objective. You may wish to begin with a sentence that will arouse readers' interest. The description may include an initial reading assignment.
3. **Choices of day of week and of site:** We request that you indicate three choices, as it allows more flexibility in scheduling. *Scheduling difficulties may result in cancellation of an otherwise-approved activity.*

***Final wording for publication: The Curriculum Council may edit the Objective and the Description for style and consistency prior to publication.**

Sites Currently in Use:

Waubonsee Community College Sites -

WCC, Aurora Downtown Campus, 18 S. River St., Aurora

WCC, Aurora Fox Valley Campus, 2060 Ogden Ave (Rte. 34), Aurora – located on the Rush-Copley Campus

WCC, Plano Campus, 100 Waubonsee Dr., Plano

WCC, Sugar Grove Campus, Route 47 at Waubonsee Dr., Sugar Grove

Other Sites –

Batavia Public Library, 10 S. Batavia Ave., Batavia

Greenfields of Geneva, 0N801 Friendship Way, Geneva

Geneva Township Senior Center, 400 Wheeler Dr., Geneva

Holmstad (The), 700 W. Fabyan Pkwy., Batavia

Messenger Public Library, 113 Oak Street, North Aurora

Montgomery Village Hall, 200 N River St., Montgomery

Plano Public Library, 15 W. North St., Plano

Sugar Grove Public Library, 125 S. Municipal Dr., Sugar Grove

Town & Country Library, 320 E. North St., Elburn