# Course/Guest Presentation Proposal Form

## Course

- [ ] Fall
- [ ] Spring
- [ ] Summer

**Year:**

**Date submitted:**

## Facilitator/Organizer

- [ ] Facilitator
- [ ] Organizer:

**Name:**

**Best phone to reach you:**

**Best email to reach you:**

- [ ] Co-facilitator:

**Name:**

**Best phone 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.**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Morning**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Afternoon**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of participants:**

Minimum: _____

Maximum: _____

**Dates when facilitator is not available:**

## Support Services – Media Equipment & Others

- [ ] White Board
- [ ] Flip Chart (paper & markers)
- [ ] Projector Screen
- [ ] VHS/DVD Player
- [ ] Smart Room

- [ ] Portable Microphone
- [ ] Document Camera (ELMO)
- [ ] Portable LCD Projector
- [ ] Laptop Computer
- [ ] Mobile Microphone from WCC

- [ ] Wi-Fi
- [ ] Sink
- [ ] Piano
- [ ] Other _____

---

K:\ComEd\LLI\Website Pool\Course Proposal\2017.12 REVISED from SUZAN’S Course Proposal form Dec 14 edition.docx
### Course Details

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Facilitator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concise description of program for LLI catalog copy. Include Guest Presenter’s name/background in description if organizing a Guest Presentation. (Maximum 70 words)</td>
<td></td>
</tr>
</tbody>
</table>

Word Count _____  Maximum Participants: _____

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

Word Count _____

### Textbook

<table>
<thead>
<tr>
<th>Title:</th>
<th>Publisher:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>ISBN:</td>
</tr>
</tbody>
</table>

☐ 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