



Course/Workshop Proposal

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

1. Course/Workshop Title:
  
  2. Course/Workshop Description (approx. one paragraph for use in MVCC non-credit brochure):
  
  
  
  
  
  
  
  
  
  
  3. Course/Workshop Format (number of sessions, hours per session, 1<sup>st</sup> and 2<sup>nd</sup> choice of evening preferred – note: Saturday/occasional Sunday classes are acceptable):
  
  
  
  
  
  
  
  
  
  
  4. Course /Workshop Objective:
  
  
  
  
  
  
  
  
  
  
  5. Proposed Course Outline (topics and activities for each class session):
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6. Text, if applicable (title, author, publisher, ISBN#, approx. cost, suggested sources if possible)  
Is text optional or mandatory?
  
7. Supplies Required (please choose one option below):
  - Students must bring the following supplies to class:
  
  
  - Students will purchase a pre-assembled kit/materials from instructor at first class (please list items included, and cost to student):
  
  
  - Instructor buys supplies using purchase order. Please include cost per student!
  
8. MVCC services required (AV, technical needs, software, VCR/DVD, overhead, PowerPoint, copying, special tables, sinks, etc. This information helps us determine your room assignment):
  
9. Other Information:

**Please attach your resume to this form.**

Please return to: Carolyn DeJohn ([cdejohn@mvcc.edu](mailto:cdejohn@mvcc.edu)), Coordinator of Community Education, or  
Susan Lincoln, ([slincoln@mvcc.edu](mailto:slincoln@mvcc.edu)) Program Specialist, at MVCC,  
Center for Corporate and Community Education, 1101 Sherman Dr., Utica, NY 13501

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