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**COURSE PROPOSAL FORM**

Academic Year 2022-2023

|  |  |
| --- | --- |
| **Date:** |  |

|  |  |
| --- | --- |
| **Name:** |  |

**Title of Course:**

|  |
| --- |
|  |

**Course Description:**

|  |
| --- |
| Due to limited catalog space, please provide a brief but limited informative description of your course offering, in 100 words or less. |
|  |

**Course Outline:**

|  |  |
| --- | --- |
| Fall or Spring Session courses are five, 90-minute sessions. Summer courses are held for five or fewer sessions. Selected courses are also chosen where they are offered a 10-week session, each class meeting once per week. Please add more rows to the table below, if needed. | |
| **Week 1.** |  |
| **Week 2.** |  |
| **Week 3.** |  |
| **Week 4.** |  |
| **Week 5.** |  |

**Suggested Reading:**

|  |  |  |  |
| --- | --- | --- | --- |
| List title, author, publisher, ISBN # and edition, and whether **required** or **optional**. Add more rows as needed.  Amazon offers a [search service](https://www.amazon.com/Advanced-Search-Books/b?ie=UTF8&node=241582011) that helps you locate the information you need for your book selections. | | | |
|  | **Book Title** | **Details** | **Required/Optional** |
| 1. |  |  |  |
| 2. |  |  |  |

**Preferences:**

Please indicate whether you prefer to teach

* In-Person [ ]
* Online via Zoom [ ]
  + Polls [ ]
  + Breakout Rooms [ ]
* No preference [ ]

**Requirements for In Person Classes:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The following section applies only to courses that are offered in-person, either on the Assumption Campus or at other locations in the Worcester area. WISE classrooms include connections for computers and either large screen displays or projectors with screens. Auditoriums offer microphones. | | | | |
|  | **Item (Mark ‘X’ Below)** | | **Type** | **Cost** |
| 1. | None | Yes [ ] No [ ] |
| 2. | Supplies | Yes [ ] No [ ] |  |  |
| 3. | Audio-Visual | Yes [ ] No [ ] |  |  |

**Your Preferred Course Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summer Semester** | **Fall Semester** | | **Spring Semester** | |
| **Session A** | **Session B** | **Session C** | **Session D** |
| July  August | September  October | November December | February  March | April  May |
|  |  |  |  |  |
| **Preference:** Please use rank order (1 to 5) above to indicate your preference of when you would like to teach. | | | | |

**Preferences for Class Day, Time and Videoconference:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Preference:** Please use rank order (1-5) to indicate your preferred class day & time. | | | | | | | |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | | **Friday** | **Any Day or Time** |
| *Morning* |  |  |  |  | |  |  |
| *Afternoon* |  |  |  |  | |  |
| *Evening* |  |  |  |  | |  |
| **Please Indicate Your Willingness to Teach Online With an ‘X’:** | | | | | Yes [ ] No [ ] Maybe [ ] | | |

**Stipend:**

|  |  |
| --- | --- |
| Instructors may either volunteer their services or request an honorarium of $400 for a five-week course. ($80 per class meeting).  If you are a new Instructor to the WISE program and request a stipend, you must contact the WISE Office for a W9 form. If you are representing an organization, and you want the organization to be paid directly, an invoice must be submitted to the WISE office before the end of the term.  If co-teaching, please specify how you will distribute the stipend. Otherwise, the full payment will be sent to the Principal Instructor. | |
| **Please Indicate Volunteer or Stipend Request With an ‘X’** | Volunteer [ ] Stipend [ ] |

**New Instructors: How did you hear about WISE?**

|  |
| --- |
|  |

**Your Brief Biography Relevant to the Course:**

|  |
| --- |
| **Due to space considerations in the catalog, please limit your biography to 70 words or less.** |
|  |

**Your Contact Information:**

|  |  |
| --- | --- |
| **Name** |  |
| **Home Address** |  |
| **Mobile Phone Number** |  |
| **Email** |  |
| **If a second Instructor is a part of your course, please complete a separate Course Proposal Form to accompany this.** | |

Thank you for participating in this exciting community endeavor. We appreciate your contribution to the success of WISE!

**Please send** an email with your completed form as a **Microsoft Word** attachment to:

[barryjoan135@gmail.com](mailto:barryjoan135@gmail.com)

For any additional questions, please write to: wise@assumption.edu.

Cordially,

Joan Barry, Chair, Curriculum Committee

James Keevan, Executive Director