

CANTERBURY ELDERCOLLEGE

Course Proposal Form

We'd like to start by offering you our heart-felt thanks for Volunteering!!!

Please Submit your Course Proposal Form by:

Mid-June for the Fall Semester

OR

Mid-November for the Spring Semester

COURSE INFORMATION

Title: _____

Title should be catchy/explanatory and maybe have a bit of zing!

Description: Briefly explain what the course will cover (75-125 words)

How Many Sessions & How Long Will Each Session Be:

You can choose to offer your course all in one day/session OR divide it up into several sessions spread out over a certain number of days/weeks up to 6 weeks. Each individual session needs to be a minimum of 2 hours. (Any course less than 2 hours or longer than 6 weeks requires special approval by ElderCollege)

Length of Each Individual Session (in hours):

of Session(s): _____

If offering **more than 1 session** you can choose to describe the individual sessions in 1 or 2 sentences (optional)

Session 1: _____

Session 2: _____

Session 3: _____

Session 4: _____

Session 5: _____

Session 6: _____

of Participants:

Minimum: Three (3) is the preferred ElderCollege minimum. (Requests for a higher minimum # of people attending will need to be approved by ElderCollege.)

Maximum: Determined by 1 or more of the following:

- A. The type of course. Some hands on courses (eg. cooking) may need to be small
- B. Maximum number the instructor is comfortable teaching
- C. Maximum size of room being used

Class Size: Minimum _____ Maximum _____

Equipment Required (if applicable): Please let us know if you will need to have any of the following equipment made available to you for your course and we will be happy to make those arrangements.

Laptop Data Projector Projector Screen

Portable Classroom Speaker Handheld Tour/Bus Trip Speaker

COURSE SCHEDULE

You will be contacted before our Course Listing Book is published to finalize the scheduling details

Please keep in mind...

FALL SEMESTER courses are offered between the last week in September and the 2nd week in December
SPRING SEMESTER courses are offered between the last week in February and the last week in May
(If your course needs to be offered outside of this timeframe special approval is required by ElderCollege)

Year: _____ **Semester:** Spring Fall

Dates: Choose one of the following options (A or B)

Option A: If you have a *flexible schedule*:

I would like ElderCollege to send me multiple dates to choose from

I am available within this timeframe : _____ TO _____

Day(s) of the Week: Please check **all** of the days that work for you

Mon. Tues. Wed. Thurs. Fri.

Weekends can be offered under some circumstances: Sat. Sun.

Option B: If your schedule is *not flexible*:

I'd prefer if my course was scheduled on these specific dates: _____

Time of Day: Courses are scheduled between 10am and 4pm. Please let us know your preferred time of day below, or if there is a certain time during the day that works best for your schedule. *(If you need to schedule your course outside of this timeframe special approval is required by ElderCollege)*

Morning or Afternoon Morning Afternoon Request a Specific Time: _____

Further scheduling request regarding dates and/or time of day (if applicable):

Community: Please choose one of the 3 options below and then select your preferred community(s)

Options: (choose 1)

I would like to offer my course in the community I have selected below

I'm willing to offer my course once this semester but in any of the following communities below

I'm willing to offer my course more than once this semester throughout the following communities below

Community(s): (choose all that apply)

Amherstburg Chatham Essex Harrow Kingsville Lakeshore LaSalle
Leamington McGregor Tecumseh Windsor Other:

Classroom Location: We can find a location for your class within the Community(s) you have requested. However, if you have a specific location you'd like to use or have your own classroom space please let us know below.

I would like to be assigned an available ElderCollege location in my preferred community(s)

I'd like to use/offer this location (name & address): _____

ADDITIONAL COURSE FEES
(if applicable)

Photocopying: If your course requires you to copy materials for the participants please choose one of the following options below

I do not mind making my own copies for the course

I have less than 25 copies per person and would like to have the copies made at the ElderCollege office

I have less than \$25.00 in copying costs. I will use a printing service and keep the receipt. I understand that I must have an official receipt in order to receive a reimbursement and that the a reimbursement for copying is ONLY up to a maximum of \$25.00 for the entire course

I have more than 25 copies per person and/or more than \$25.00 in copying costs for the entire Course so a Material Fee will need to be added to this course (see Material Fee below)

Material Fee:

Examples of possible Material Fees: Books or significant amount of photocopies
Art Supplies (paint, flowers, etc...)
Food/Drink (that are a part of what is being taught)
Entry Fees (museums, event tickets, etc...)

If your course requires participants to use materials that will cost money to purchase we will add the cost of this as a Material Fee to the course. Then either an invoice can be sent to us or receipts can be submitted to have these costs reimbursed from the fees collected.

Please tell us what type of items that are needed and the cost per person.

Price (\$) : _____

Items : _____

Trip Fee: If a bus or hotel stay is required as a part of your course please contact the ElderCollege office to make the arrangements. (519) 253-3000 x4901 or fettesc@uwindsor.ca

INSTRUCTOR INFORMATION

Name (s): _____

Phone #: _____

Email: _____

Address (optional): _____

Bio Notes: Tell us a bit about yourself (40-60 Words)

COURSE MANAGER

All courses are assigned a Course Manager to help with the basics of facilitating the course, such as: introductions, Sign In Lists, refreshments and Participation Feedback Forms. Please choose from the following options:

I will be my own Course Manager

I would like to be assigned a Course Manager

I would like _____ to be my Course Manager.
(name)