



Continuing Education Course Proposal

Please check our website at www.learnatnorth.org to see what classes we currently offer. To propose a novel class offering, please submit a completed course proposal form and all supporting materials to Christy Isaacson at Christy.isaacson@seattlecolleges.edu Questions? 206-934-3705.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Course Information

Course Title: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Preferred Class Size: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

Preferred Class Format: Several Week Class \_\_\_\_\_ One-Time Seminar \_\_\_\_\_ Weekend Workshop \_\_\_\_\_

Preferred Class Day and Time: \_\_\_\_\_

Number of Sessions: \_\_\_\_\_ Hours per Session: \_\_\_\_\_ Total Course Hours: \_\_\_\_\_

Classroom and/or Technology Requirements: \_\_\_\_\_

Student Supplies (include cost per student): \_\_\_\_\_

Instructor Information

Availability (check all that apply): Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_

Year Round \_\_\_\_\_ OR Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Expertise Related to this Course: \_\_\_\_\_

Other courses you are interested in teaching: \_\_\_\_\_

Other teaching commitments (course and location): \_\_\_\_\_

Please include the following supporting materials:

- Course Description – 55 words or less
One Page Course Outline
- Include 3-5 Student Learning Outcomes
Instructor Biography – 150 words or less
Instructor Resume or Curriculum Vitae

Proposal Deadlines:

- Fall Quarter – May 1st
Winter Quarter – August 1st
Spring Quarter – November 1st
Summer Quarter – February 1st