

Community Enrichment Course Proposal

Course Name: _____		
Start Date: _____	End Date: _____	Storm Makeup date: _____
Night(s) of Week: _____	Start Time: _____	End Time: _____
Total Number of Sessions: _____	Total Number of Hours: _____	
Student Limit: _____	Semester: _____	Year: _____
Location: _____		
Please list special requests (example: need sink) _____		
Additional Material Fees: \$ _____ Payable to: _____		
Student Purchased Supply List (attach list): Yes No Estimated Cost: \$ _____		

Instructor's Name: _____

Contact person if other than instructor: _____

Address: _____

Hm. Phone: _____ Cell: _____ Wk. Phone: _____

Email Address: _____

Please check applicable:

- Paid Instructor Volunteer Instructor Incorporated or LLC

Course Description: (Please be brief, yet highlight key points, see sample on reverse).

Instructional Needs: (Attach book list if applicable, school/office supplies, photocopying- available one week prior to class)

Technology Needs: Circle all that apply (available upon request one week prior to class)

Mac Laptop LCD Projector TV/VCR/DVD Speakers Sound System

*Please note that personal computers may NOT be able to access the Internet in all classrooms.

SAMPLE COURSE DESCRIPTION:

WATERCOLOR

Learn watercolor in a relaxed environment. Beginners and those who wish to advance their skills will learn about materials, mixing colors, “tricks and techniques”, composition, light and shadow, and more. A list of materials and a weekly lesson plan will be sent to you after you register for the course. Class limit 10.

PLEASE RETURN TO:

Mid-Maine Regional Adult Community Education
One Brooklyn Avenue
Waterville, Maine 04901
(207) 873-5754