

10. Requested term/year:

Spring 2016 _____ Summer 2016 _____ Fall 2017

11. Course length: 4 weeks _____ 8 weeks _____ other? _____

12. Are you willing to teach more than one section of this course in the same term? Yes ___ No ___

13. Suggested class size: _____

14. Describe any special space needs:

15. I am available to teach (check ALL that apply):

Time	Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
9am-10:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:30am-11:45am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:45pm-3:00pm					
3:15pm-4:30pm					
5:00pm-6:15pm					
Any time, any day					

16. Your AV ambassador will contact you regarding your AV needs. A lecturn, computer, video data projector and microphone are standard.

A. Audio Visual Equipment required (check as many of the following as you will need):

None required _____

Flip chart _____ Microphone _____ video data projector _____

Lav Microphone _____ Lavalier Mic _____ Wireless Mic _____

b. Do you have any special software requirements? _____

17. Copies for Participants: Preferred method is to send as attachment(s) in an email.

18. Textbook or Video: Please let us know if there are any required texts or videos needed to be purchased for you to use to instruct.

Also – If the class participant has a required textbook or reading materials please let us know at this time.

19. Any additional fees or materials which the student must purchase?

If so, estimated cost per student is _____. Please provide a materials list (especially for art or craft courses).