

Community Education Non-Credit Course Proposal

Thank you for your interest in working with the Center for Workforce and Community Development at Lee College. In efforts to provide quality education to our community, we are constantly working to develop new courses. Please complete the following information and return your completed proposal to Kids at College Program Manager Katherine Norland at bnorland@lee.edu. Or return the completed form to the Center for Workforce and Community Development at 909 Decker Drive, Baytown, TX. For questions, call 832.556.4527.

Course proposals are accepted on an ongoing basis. The Community Development department will use this information to assist in scheduling non-credit courses throughout the year. You will be notified that your proposal has been successfully received and a Program Manager will contact you to coordinate the details of the course.

INSTRUCTOR CONTACT INFORMATION	
Name	
Title (if applicable)	
Company (if applicable)	
Address	
City, State, Zip	
Phone	
Email Address	
Professional qualifications	<i>Attach a current resume, if necessary</i>
Expected Compensation	\$ / per hour

COURSE INFORMATION	
Course Title	
Course Description	<i>What makes this course unique? What can students expect to learn? Please list specific learning outcomes/major topics to be covered.</i>
Total Course Hours	
Suggested Schedule	<i>Example: Thursdays, 9 a.m. – 11 a.m.</i>
Preferred Dates	
Are you offering this course anywhere else? If so, where and when?	
Minimum Class Size	<i>Example: 10 students</i>
Maximum Class Size	<i>Example: 20 students</i>
Intended Audience	<i>Describe the target audience of this course including suggested skill level</i>
Preferred Class Location	<i>Please select one location from the following options</i> <ul style="list-style-type: none"> ○ Baytown – Lee College Main Campus ○ McNair Center ○ Liberty Education Center
Classroom Needs	<i>Example: computer lab, projector, sink, etc.</i>
Methods of Presentation	<i>Examples: lecture, demonstration, hands-on learning, field trips, exercises, films, discussions, etc.</i>
Student Supplies	<i>What do students need to bring to the first class?</i>
Daily Itinerary	<i>Please provide a summary for each day of class.</i>
Class Supplies	<i>Please fill out the Supplies List located on page 3 of this Proposal Form. Include the preferred vendor, or website url (i.e. Amazon, Walmart, etc.) for class supplies.</i>

