NAME

ADDRESS

PHONE

E-MAIL

COURSE TITLE

COURSE DESCRIPTION: (50 – 75 words; please use complete sentences and avoid "bullets." We reserve the right to edit for space constraints.)

PREFERRED CLASS SCHEDULE: Please mark your preference. Each ILR class is held one day per week. Classes normally are held between 9:00 a.m. and 5:00 p.m. ILR uses classrooms on the Miami University campus, at Oxford, Hamilton and Fairfield community locations. We will make every effort to schedule your preference. Occasionally, however, the curriculum committee may ask you to defer offering a course for a semester or two either because we have received several courses on similar subjects or because we have encouraged instructors new to ILR to propose courses. If there is a scheduling conflict, the ILR curriculum committee will contact you to arrange an acceptable time and day.

PLEASE CIRCLE YOUR DESIRED CHOICES

Campus Choice:  

Class length:  

Class time:  

Class day:  

Tell us any day(s) or time(s) you CANNOT teach:  

Class format:  

Class enrollment limits?  

TURN OVER→
SUPPLIES/BOOKS/COPIES

Please list specific items that participants must purchase or bring to class.

__________________________________________________________________________


__________________________________________________________________________

For handout copies, Lifelong Learning will copy a maximum of 10 pages double-sided per class participant. If more copies than the 10 pages double-sided limit are needed, instructors are responsible for having the copies made at an Oxford copy center with the cost paid by each class participant. List the copy center and estimated cost:

__________________________________________________________________________

INSTRUCTOR/COORDINATOR’S BIO: (include experience and education, may be edited due to space constraints, 25 words or fewer). For classes with multiple speakers, the coordinator should list each speaker’s brief bio, address, and phone number on this section of the form or on an attached sheet.

__________________________________________________________________________

EQUIPMENT, ROOM SET-UP and ACCESSIBILITY NEEDS

Please check each item needed:

_____ CD/tape player     _____ LCD projector     _____ Overhead projector displays transparencies

_____ Laptop             _____ Internet access    _____ DVD player

_____ Whiteboard/Chalkboard/Flip chart

Other (specify):

__________________________________________________________________________

Please complete and return this form by email if possible by April 15. If you are completing this electronically, please save this to your computer’s desktop and then once completed attach it to a new email message and send to mackejc@muohio.edu or gouyandm@muohio.edu or you may mail it back to:

Miami University, Lifelong Learning, 127 McGuffey Hall 210 E. Spring Street Oxford, Ohio 45056

If you have questions, contact Donna Gouvan, Program Associate at gouyandm@muohio.edu 513-529-8601 or Judy Macke ILR Assistant at mackejc@muohio.edu 513-529-8602.