Casper College Community Education
Proposal to Teach

Name _______________________________________________

Phone (H) ___________________ (C) ___________________

Address

Street

City

State

Zip

E-mail Address ______________________________________

Class Title _______________________________________

Description: Describe your proposed class as you would like it to appear in the Community Education catalog. Descriptions need to be long enough to accurately explain the class but cannot exceed 120 words. We reserve the right to edit as needed. Please NO rhetorical questions.

_____ Please check here if you would like to use previous description

Target audience ___________________ Maximum number of students ___________________

Preferred day of the week to teach ___Sun ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat

Preferred time to teach __________________ a.m/p.m.

Length of each class session ___1 hr ___1.5 hrs ___2 hrs ___2.5 hrs Other ___________

Length of the class (1 day, 6 weeks, etc.) __________________________________________

Preferred date(s) ________________________________
**Room requirements** (classroom, lab, desks or tables, etc.)

**List any equipment** (overhead projector, laptop, etc.) you will need.

List any supplies or books the students will need to bring with them to class.

List any supplies you will need for the class and the approximate cost if known.

Will you be purchasing materials for which students will need to provide payment to you? _____

If so, what will the fee be? ____________