



THE ALLIANCE FOR LIFELONG LEARNING
COURSE PROPOSAL FORM
COURSE - WORKSHOP - EVENT

Date: \_\_\_\_\_

Course Title: \_\_\_\_\_

Term: [ ] FALL [Aug.-Dec.] [ ] SUMMER [May-August] [ ] SPRING [Jan-May] Year: \_\_\_\_\_

Your Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_
[# - Street - Apt./Condo.# - City - State - Zip Code]

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Fax#: \_\_\_\_\_ E-mail address: \_\_\_\_\_

SCHEDULING INFORMATION: Number of Sessions: \_\_\_\_\_ Hours, per Session: \_\_\_\_\_

Preferred Day[s]: [ ] M [ ] T [ ] W [ ] R [ ] F [ ] S [ ] U

Preferred Time[s]: [ ] AM: \_\_\_\_\_ [ ] Afternoon: \_\_\_\_\_ [ ] Evening: \_\_\_\_\_

Preferred Month[s]: [ ] JANUARY [ ] FEBRUARY [ ] MARCH [ ] APRIL [ ] MAY [ ] JUNE
[ ] AUGUST [ ] SEPTEMBER [ ] OCTOBER [ ] NOVEMBER [ ] DECEMBER

Specific Day-Date-Time Request: \_\_\_\_\_

Preferred Teaching Location(s):

- [ ] Oakton Des Plaines Campus, 1600 East Golf Road, Des Plaines
[ ] Oakton Ray Hartstein Campus, 7701 N. Lincoln Ave, Skokie
[ ] Evanston Township High School, 1600 E. Dodge, Evanston
[ ] Glenbrook South High School, 4000 Lake Ave, Glenview
[ ] Maine East High School, 1111 S. Dee Road, Park Ridge
[ ] Niles North High School, 9800 Lawler Ave, Skokie

Availability:

- M-F, and weekends
M-F, and weekends
Tu & Th evenings
Tu & Th evenings
Tu & Th evenings
M & W evenings

[continued]

**Course Title:**

---

**Brochure Course Description:** [Content summary, and how students will **benefit** from taking this course?]

---

---

---

---

**Topical Outline of course:**

---

---

---

**Classroom needs:**

Set-up: \_\_\_\_\_

Equipment: \_\_\_\_\_

Supplies: \_\_\_\_\_

Required Textbook(s): \_\_\_\_\_

[author – title – ISBN # - publisher – cost]

Anticipated “Lab Fee” total: \$ \_\_\_\_\_/person. Includes: \_\_\_\_\_

**Honorarium Expectation:** \$ \_\_\_\_\_/hour, or \$ \_\_\_\_\_/student, or “Other:” \_\_\_\_\_