

**Course Proposal Form**

**Course Leader:**

**Address:**

 **Email:**

**Telephone:**

**Course Title:**

**Course Description (approx. 5 – 8 sentences; might be refined in consultation with Academy staff**):

**Number of Class Sessions (4 suggested):\_\_\_\_\_\_\_\_**

**Preferred Days (list as many as possible*, but give preference to Tues., Wed., Thurs.)*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Time: 11:00-12:00 p.m.\_\_\_\_ 1:30- 2:30 p.m. \_\_\_\_ 3 – 4p.m. \_\_\_\_ Other \_\_\_\_\_\_\_\_\_**

 **Preferred Term/Month : Fall Term (Sept \_\_\_; October\_\_\_\_; November \_\_\_\_\_ )**

 **Spring Term (January\_\_\_; February\_\_\_\_; March \_\_\_\_ ; April); \_\_\_\_\_)**

 **No Preference \_\_\_\_\_\_\_\_\_**

**Absolute Maximum Enrollment: \_\_No Limit\_\_\_\_\_\_, Minimum Enrollment: 15 (if minimum enrollment numbers are not met, class will have to be cancelled.)**

**Brief Leader Bio: (1-2 sentences; highlight your education/experience as it relates to the course):**

**Specific room requirements (seating arrangement, water, computer, etc.)**

Most coursesare scheduled in classrooms at Wesleyan College. Single-session presentations may be offeredat various locations in the community with arrangements made by the presenter. **Compensation is $75 per class session with a** ***maximum compensation of $300****.*

**Return this form to:** webemvb@bellsouth.net ; ed.brewton@hotmail.com and vince.coughlin0826@gmail.com

 **or use the address: Wesleyan College – WALL Office Attn: Hannah Doan**

**4760 Forsyth Road, Macon, GA 31210**