

Course Proposal

Dear Prospective Instructor:

We appreciate your interest in teaching a class for the Corporate & Leisure College department. Classes are presented to the community on a variety of subjects and may be offered for credit or non-credit. Past subjects include: history, art, sewing, cooking, fitness, gardening and many others! Teaching experience is not required; however, individuals must be driven to share their knowledge and comfortable speaking to a group of students.

Please complete the attached course proposal application and submit to srucker@sandburg.edu for review. We will evaluate your course proposal and make a determination based on interest, logistics and cost. For information about current class offerings, you may our [website](#).

If you have any questions about the application process, please call Stacey Rucker at 309.341.5330 or email srucker@sandburg.edu.

Thank you,

Stacey Rucker
Director of Corporate & Leisure College
Carl Sandburg College
srucker@sandburg.edu
Phone: 309.341.5330
Fax: 309.345.3526





**CARL
SANDBURG
COLLEGE™**
Corporate & Leisure College

Course Proposal
Corporate and Leisure College
Carl Sandburg College
Phone 309.341.5330

Please submit proposals to:

Carl Sandburg College | Corporate & Leisure College | 2051 Tom L. Wilson Blvd. | Galesburg, IL 61401
Email: srucker@sandburg.edu Fax: 309.345.3526

Contact Information:

Last Name _____ First Name _____ Date _____

Company Name (if applicable) _____

Address _____

City _____ State _____ Zip Code _____ Email: _____

Cell Phone _____ Other Phone: _____

Course Information:

Provide a brief description of the class proposed: _____

Target Audience – Business, Community, Youth (circle)

Course Objectives (i.e. Why would this course be beneficial to offer at the College?) _____

Have you taught this course before? ____ Yes ____ No If yes, where and when? _____

Please include the days of the week and hours you are available to teach: _____

Special classroom equipment or set up needs: (computers, Smart Board, whiteboard, etc.) _____

References:

Provide two references who can speak toward your knowledge of the proposed subject:

Contact Name: _____ Relationship: _____

Phone: _____

Contact Name: _____ Relationship: _____

Phone: _____

List applicable experience:

List special certifications pertaining to proposed class:

Certificate: _____ Date Certified: _____

Certificate: _____ Date Certified: _____

Certificate: _____ Date Certified: _____

***Completion of the course proposal does not guarantee employment with Carl Sandburg College. Course proposal applicants will receive notification about their class within two weeks.**

For office use only: Review date _____ Approval _____

Comments: