

# Pierpont Continuing Education – Course Proposal Form

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Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Eve Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Course Title:** \_\_\_\_\_

If class is Youth Program, what is age/grade requirement? \_\_\_\_\_

Preferred Class Size: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_ Proposed Course Fee: \_\_\_\_\_

Preferred Meeting Day(s): (circle) M T W Th F Sa Su Number of Sessions: \_\_\_\_\_

Preferred Location (if any): \_\_\_\_\_

Preferred Time: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Special Equipment / Room Requirements: \_\_\_\_\_

Is there a materials fee? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, proposed fee \$ \_\_\_\_\_

List Materials: \_\_\_\_\_

Any Prerequisites Suggested/Required? \_\_\_\_\_

Are you teaching anywhere else in the area? If so, where? \_\_\_\_\_

**Description of Course:** (Full outline will be required prior to class start.)

**Brief Instructor Bio:** (Instructor resume will be required prior to class start.)

Please type or print neatly and **send a separate form for each class you are proposing.**

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