# Community Education Course Proposal Form

Bellevue College Continuing Education provides professional training, certificate programs and personal enrichment classes to adults in the Greater Eastside area. You are welcome to submit as many proposals as you would like. Please submit a separate form for **each** proposal. **Do not send hard copies or scanned copies. Only electronic applications are accepted.** Please answer all questions, save the document and then email your proposal to: ce-communityprograms@bellevuecollege.edu

**Proposal Deadlines**: Completed proposal and other supporting documents (such as supply list or purchase request if applicable) must be received by noon of the submission deadline listed below. You will be notified via e-mail if your proposal is accepted. We reserve the right to make the final decision regarding pricing, class size, duration and timeline of your class(es), as well as the course title, course description and location at which the class(es) takes place.

**Fall Quarter Offerings: May 15th Winter Quarter Offerings: August 15th**

**Spring Quarter Offerings: November 15th Summer Quarter Offerings: February 15th**

Please do not contact the office regarding the status of your proposal. You will be notified via e-mail if your proposal is not accepted. If your proposal is accepted for further review you will be contacted by the department and asked to supply the following materials for review: resume, three references, course syllabus and course handouts.

**Name:**

 Last First Middle

**Address:**

 Street City State Zip

**Telephone:**

 Home Work

 **E-mail:**       **Web Page:**

**Today’s Date:**

**I am submitting my proposal to the following program:**

[ ]  **Art and Design** [ ]  **Personal Enrichment** [ ]  **World Languages**  [ ]  **Teens** [ ]  **Telos (Retiree)**

**I have reviewed the current class offerings within the above identified program and this proposal:**

[ ]  **Complements current offerings** [ ]  **Duplicates current offerings** [ ]  **Entirely new subject area**

[ ]  **Other (if other please explain)**

**I am available:** [ ]  All Year

 [ ]  Summer [ ]  Fall [ ]  Winter [ ]  Spring

 [ ]  Days [ ]  Nights [ ]  Weekends

**Course title:**

**Course description for the web:** (maximum 470 characters including spaces)

**Duration of course:**

* **Total number of hours**
* **Number of sessions**

**Define the target audience**:

**List preferred minimum and maximum enrollment:**

**Special Requirements?** (i.e. equipment, hardware, software, material supplies **–** list supply cost per student or per class)

**Is there a textbook you would like to use with this class?** If yes, list title and ISBN.

**What is the nature of the subject matter or content of the course?**

**What are the key learning outcomes? (What will students know or be able to do as a result of this course?)**

**What are the methods of instruction (e.g. lecture, discussion, collaborative learning, etc.)?**

**Marketing plans:** It is not required or expected for instructors to market their classes however if you have or intend to do marketing for your class, please include any marketing strategies you plan on using, include copies of any marketing materials that you have used in the past to promote your classes/workshops.

**For Office Use Only:**

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| --- | --- | --- |
| Proposal Accepted | Proposal Not Accepted |  |
| Candidate Interview Date | Duplicate class topic | Please resubmit at a later date. |
| Course Accepted | Not appropriate | Suggestion? |