

## Continuing Education – New Course Proposal Form

Bellevue College Continuing Education provides personal enrichment classes to adults in the Greater Eastside area. Bellevue College is a vaccinated campus and all instructors will be required to provide proof of vaccination status. Instructors will also be subject to a background check prior to hiring. There is no limit to the number of proposals that may be submitted, but each proposal must be submitted separately using this form. All proposals must be submitted via email. No scanned or hard copy proposals will be accepted. No other submission method will be considered. Please answer all questions, save the document and then email your proposal to: [ce-programs@bellevuecollege.edu](mailto:ce-programs@bellevuecollege.edu).

If your proposal is accepted, you will be notified and additional information such as instructor availability, supply lists, or special requests will be required prior to course scheduling. New instructors, or instructors who have not been employed by the college within the last year may be required to provide a resume, interview, pass a background check, and complete additional paperwork.

Are you currently a Bellevue College Continuing Education Instructor? ☐ Yes ☐ No

If yes, what was the last quarter you worked?

<b>Legal Name:</b>			
	Last	First	Middle
<b>Address:</b>			
	Street	City	State Zip
<b>Phone:</b>			
	Mobile	Home	Work
<b>Email:</b>			

**Instructor Bio (Maximum 110 words):** What you would like the students to know about your professional background.

## Proposal Deadlines

Completed proposal(s) must be submitted by noon on the date listed below. You will be notified via e-mail if your proposal is accepted. Continuing Education reserves 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 Due Date:**

June 1<sup>st</sup>

**Winter Quarter Due Date**

September 1<sup>st</sup>

**Spring Quarter Due:**

December 1<sup>st</sup>

**Summer Quarter Due Date:**

March 1<sup>st</sup>

**Incomplete proposals will not be considered. Please complete all questions fully.**

### Please select program:

☐ Personal Enrichment

☐ World Languages

☐ TELOS Lifelong Learners 55+

### Please select instructional modality:

☐ In Person

☐ Online

### Please select location(s):

☐ Bellevue College Main Campus

**Course Title:** (Maximum 32 characters including spaces)

**Course Description (Maximum 120 words):**

**Key Learning Outcomes:** What will students know or be able to do as a result of this course? Please list 3-5 bullet points. (more space on next page)

**Key Learning Outcomes** (cont) Additional space on last page.

**Special Requirements:** Such as equipment or software. Enter "None" if you don't have any special requirements.

**Methods of Instruction:** Such as how many hours of lecture, discussion, or critique; collaborative learning, field trip. etc.

**Total hours of  
instruction:**

**Method of Instruction:**  
(Please attach syllabus  
if available)

**Other:**

**Book(s):** If students will need to purchase any book(s) (required or optional), please provide the info



## Continuing Education

3000 Landerholm Circle SE, Bellevue, WA 98007

[BellevueCollege.edu/CE/](http://BellevueCollege.edu/CE/)

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**Additional Space for More Details**