**Continuing Education – New Course Proposal Form**

Bellevue College Continuing Education offers personal enrichment courses designed to inspire lifelong learning for adults throughout the Greater Eastside. We are always looking for course ideas and instructors to expand our offerings. 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-communityprograms@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 or contracted by the college within the last year may be required to provide a resume, interview, and pass a background check prior to hiring.

Are you currently a Bellevue College Community Education Instructor? [ ]  Yes [ ]  No

If yes, what was the last quarter you worked? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Legal Name:** |  |  |  |  |  |
|  | Last |  | First |  | Middle |
| **Address:** |  |  |  |  |  |  |  |
|  | Street |  | City |  | State |  | Zip |
| **Phone:** |  |  |  |  |  |
|  | Mobile |  | Home |  | Work |
| **Email:** |   |

|  |
| --- |
| **Instructor Bio (Maximum 110 words).** Briefly explain why you are qualified to teach this course. Include relevant experience, professional background, industry associations, and subject matter expertise. **Please attach your resume.** |
|  |

**Important Dates to Keep in Mind**

While we accept course proposals anytime, please be aware of the below course proposal submission due dates in case you are hoping to start in a specific quarter. Be aware our team works at least three months in advance of the start of a quarter. 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 1st  | **Spring Quarter Due Date:** | December 1st  |
| **Winter Quarter Due Date** | September 1st  | **Summer Quarter Due Date:** | March 1st  |

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

|  |
| --- |
| **Program Selection:** Please choose the program or category you believe best fits your course. |
| [ ]  Personal Enrichment [ ]  World Languages [ ]  TELOS Lifelong Learners (55+) |
| **Instructional Modality:** Please propose how your course should be delivered (e.g., in-person, online, hybrid). |
| [ ]  In-Person [ ]  Online [ ]  Both |
| **Quarter:** Please select when you hope to begin. Note course proposal submission due dates above. |
| [ ]  Fall [ ]  Winter [ ]  Spring [ ]  Summer [ ]  Any time (flexible) |
| **Course Title (Maximum 32 characters including spaces):** |
|  |
| **Course Description (Maximum 120 words):**  |
|  |
| **Key Learning Outcomes:** What specific knowledge or skills will students gain from this course? Please list 3–5 bullet points that describe what students will be able to do or understand by the end of the course. |
|  |
| **Special Requirements:** List any specific equipment, materials, or software students will need for this course. If there are no special requirements, please write “NONE.” |
|  |
| **Methods of Instruction:** Explain how the course will be taught, i.e. lecture, discussion, etc. Include if your class requires a field trip, off-campus activities, physical activity from students, etc. **Please attach the syllabus if available.** |
|  |
| **Total hours of instruction:** |  |
| **Book(s):** If students need to purchase any book(s) (required or optional), please provide the info (title, author and ISBN). Books should be available in electronic format.  |
|  |
| **Additional Information:**Is there anything else you’d like us to know about you or this course that hasn’t been covered in the previous questions? |
|  |