

Deadline: August 5th, 2016



Spring 2017

Laramie County Community College Life Enrichment Instructor Proposal Form

Instructor's Name: _____

Mailing Address: _____
Street City State Zip

Home Phone: _____ Work Phone: _____ E-mail: _____

Class Title: _____

Class Minimum # of Students: _____ Class Maximum # of Students: _____ Cost: _____

Class Location Cheyenne Laramie (ACC) Pine Bluffs Campus

***Proposals with different titles must be on a separate proposal form. If proposing more than one class with the same title (same class, different section), please complete the information below.**

Section #1

Start Date	_____	End Date	_____	Start Time	_____	am/pm	End Time	_____	am/pm
Days:	Su	M	T	W	TH	F	Sa	# of Sessions:	_____

Office Use Only

COURSE#	_____	TUITION	_____	ROOM#	_____	CRSE LOADED	_____	SECT LOADED	_____
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Section #2

Start Date	_____	End Date	_____	Start Time	_____	am/pm	End Time	_____	am/pm
Days:	Su	M	T	W	TH	F	Sa	# of Sessions:	_____

Office Use Only

COURSE#	_____	TUITION	_____	ROOM#	_____	CRSE LOADED	_____	SECT LOADED	_____
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Section #3

Start Date	_____	End Date	_____	Start Time	_____	am/pm	End Time	_____	am/pm
Days:	Su	M	T	W	TH	F	Sa	# of Sessions:	_____

Office Use Only

COURSE#	_____	TUITION	_____	ROOM#	_____	CRSE LOADED	_____	SECT LOADED	_____
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COURSE DESCRIPTION: Please be descriptive (but brief) and creative in your course description. This is the description that will be used for advertising/selling your class. Courses will only run with sufficient registrations.

Please list **in detail** any equipment requirements (TV, DVD player, LCD projector, etc.) or special room needs (sink, tile floor, outlets, etc.) that you may have: _____

If you require an LCD projector, will you bring your own laptop? _____ Is your laptop Mac or PC compatible? _____

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--OVER--

Will you have copying needs? Yes _____ No _____ Approximate # of pages _____ **Please allow one week for your copying needs.**

Related Experience: _____

If you have a specific building or classroom you would prefer please let us know. We can not guarantee class space, but Karin will work very hard to accomodate your request. Building _____ Room _____

THE DEADLINE TO HAVE PROPOSALS BACK TO OUR OFFICE IS August 5th, 2016

The Spring of 2017 Semester will run January 4th until May 30th, 2017
The campus will be closed January 16th, March 17th, and May 29th 2017
No classes will be held during these closure dates.

Instructor Information:

- In order to be considered for a teaching position for LCCC Life Enrichment, potential instructors must have completed an **online employment application found by visiting our webpage www.lccc.wy.edu/about/humanresources**. If an applicant moves forward in the process a **background check** will need to be completed if we have not completed one in the past year. Also, if an applicant's new hire paperwork is not current, we will need to complete or update this prior to beginning work. The application and background check must be completed **before the schedule is downloaded**.
- Upon becoming an employee, instructors must also complete a **Federally-mandated Title IX training every year**. This is required for any individual working with students.
- If you have not completed an application, please visit our website and apply to the [Subject Matter Expert, Life Enrichment Class](#) job posting.
- Instructors cannot work until all paperwork is complete. Your check will be mailed to you unless you set up direct deposit.
- The adjunct employee relationship is an at-will position. By submitting a proposal, one is not guaranteed to teach a class. All proposals will be considered for the schedule each semester they are submitted.

I understand the requirements for teaching for Life Enrichment.

Please type name or sign

Thank you so much for your interest in teaching for Life Enrichment!

OFFICE USE ONLY

Instructor Pay: _____