



## LCCC Life Enrichment Instructor Proposal Form

### Important Instructor Information:

All Life Enrichment instructors are required to be employed by the college. Instructors cannot work until all their paper work is complete in the HR office. Each instructor must complete an application, background check and have their Identification and W-4 form on file with the LCCC HR office before their class can be included in the Life Enrichment Class Schedule.

All Instructors are required to be current on the Federally-mandated Title IX training every year. This is required for any individual working with students. The training generally takes place on-line. For additional questions or Title IX training deadlines please contact the LCCC Life Enrichment Program Manager.

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. All proposals must be submitted by the proposal deadline.

Adjuncts are paid on the last business day of the month, if the class ends prior to the payroll download. If a class ends after the payroll download the adjunct is paid at the end of the following month. Please contact the Program Manager for detailed information on the pay cycle. All paychecks are mailed on the last business day unless direct deposit is set up with the Payroll office.

Instructors will be paid 50% of tuition per paying student enrolled in the class. Tuition payment is the cost of the class after any predetermined class supply costs are deducted from the total registration fee.

**Spring 2018 PROPOSALS DUE ON AUGUST 3, 2017**

**Spring 2018 Semester dates are January 8 to June 1, 2018. Please keep your class dates during the semester.**

**The campus will be closed January 15, 2018, March 16, 2018 and May 28, 2018  
No classes can be held during these closure dates.**

I understand the requirements for teaching for Life Enrichment. *Please type or Sign name below*

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**Spring 2018 Life Enrichment Instructor Proposals due August 3, 2017**

Name

Mailing Address:

Phone Number:

E-mail

Do you have a classroom preference? What are your specific classroom needs?

Location

Cheyenne

Laramie (ACC Campus)

Pine Bluffs Outreach Center

Please Detail any equipment requirements (TV, DVD player, LCD projector, etc.) or special room needs (sink, tile floor, outlets, etc...) that you may have.

Are you a new instructor?

Yes

No

Please keep in mind these dates when working out your class schedule:

**Spring 2018 Semester dates are January 8 to June 1, 2018.  
Please keep your class dates during these semester dates.**

**The campus will be closed January 15, 2018, March 16, 2018 and May 28, 2018  
No classes can be held during these closure dates.**

Please email your completed proposal form to Christie at [cgoertel@lccc.wy.edu](mailto:cgoertel@lccc.wy.edu).

**Proposals Due August 3, 2017**

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Class Title:

|                              |                           |   |  |
|------------------------------|---------------------------|---|--|
| Class Minimum # of Students: | Class Maximum # Students: | Total Cost of class to including textbook/class supplies: | Textbook/Class Supplies to be included in total coast of tuition |
|------------------------------|---------------------------|---|--|

**\*\*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.**

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**SECTION #1**

|             |           |   |          |          |    |          |               |  |
|-------------|-----------|---|----------|----------|----|----------|---------------|--|
| Start Date: | End Date: |   |          |          |    |          | # of Sessions |  |
| Days        | Su        | M | T        | W        | Th | F        | Sa            |  |
| Start Time  |           |   | AM<br>PM | End Time |    | AM<br>PM |               |  |

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Office Use Only

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**Section #2**

|             |          |   |          |          |    |          |               |  |
|-------------|----------|---|----------|----------|----|----------|---------------|--|
| Start Date: | End Date |   |          |          |    |          | # of Sessions |  |
| Days        | Sun      | M | T        | W        | Th | F        | Sat           |  |
| Start Time  |          |   | AM<br>PM | End Time |    | AM<br>PM |               |  |

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Course  
Description