

Deadline: March 22, 2016



Fall 2016

## 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: \_\_\_\_\_

THE DEADLINE TO HAVE PROPOSALS BACK TO OUR OFFICE IS **March 22, 2016**

The Fall of 2016 Semester will run August 29<sup>th</sup> until December 19<sup>th</sup>, 2016  
The campus will be closed September 5<sup>th</sup> and Nov. 23<sup>rd</sup>-25<sup>th</sup>, 2016  
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](http://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: \_\_\_\_\_