

New Frontiers for Lifelong Learning (NFL)

Class Proposal

Rev. 05.20.2021

NFL invites proposals for individual talks, multi-session courses, or workshops for its members. As an all-volunteer organization, no payment for providing a course is possible. Speakers may not solicit enrollees for purchase of service or products. Courses may be scheduled on campus, off-site, or online. NFL Curriculum Committee members will assist in scheduling space and coordinating times.

To submit a course, complete this form and e-mail to: Lynn Sapyta, lynnsapyta@gmail.com. For questions on course proposals contact the Curriculum Committee at NFLCurriculum@gmail.com. Deadline for course submission is July 1 for Fall courses, Nov 1 for Spring, and April 15 for Summer.

Class Information

Title (max 25 characters including spaces):

Description - 2 paragraph limit (space will expand as information is inserted):

Length of course: _____ weeks. **Sessions per week:** _____. **Length of individual session:** _____ minutes.

Preferred dates (Fall 2021 -- Sept 27, 2021 to Dec 10, 2021; Spring 2022 -- Jan 24 – May 13; Summer 2022 -May 31 to Aug 4)

Begin _____

End _____

No Date Preference

Class Materials/Books, if any. Please state item and how accessed by class members:

Teaching Resources

The following resources are available in all MCC classrooms and facilitators will assist presenters if necessary:

Computer with Internet access, DVD player, and projection capability

Dry erase boards (presenter provides their own markers)

Presenters must provide presentations on a DVD, personal thumb drive, or external drive. Compatibility of personal laptops with MCC technology cannot be guaranteed nor can compatible cabling be provided by NFL or MCC.)

Special Requests (cannot be guaranteed):

Minimum Class size, if any:

Limit enrollment to _____ participants. Please give reason:

Microphone: Lapel _____ Handheld _____

Classroom Set-up _____

Other _____

Presenter Information

Name and Title: _____

Phone: _____

Email: _____

NFLM Member: Yes No (not required)

Bio for Presenter (to be used for introduction and in Course Schedule) Limit one paragraph:

Coordination Information

All sessions require a NFLM Facilitator to assist in course coordination. NFLM members/presenters may facilitate their own presentations. A facilitator will be assigned if not indicated below.

Facilitator: _____

Facilitator phone: _____

Facilitator email: _____

Scheduling Preferences

Class Location:

Non-MCC location, please specify:

Specific classroom request, if any:

Preferred Day of Week to schedule presentation(s):

Preferred Time of Day to start class:

Morning:

Afternoon:

Evening:

Thank You for your proposal.

Please save to your computer and change the title of the file to include your course title before sending it to lynnsapyta@gmail.com.