Tips for Completing the **Course Proposal Form**

1. **Scheduling Options:** A.) To allow more flexibility in scheduling, choose two in-person preferences for site and day of the week. B.) Indicate "Zoom" if you desire a completely online Zoom format.

    Please be aware that
    - Honorariums may be offered to outside speakers and guest presenters. An outside speaker presents in collaboration with the course facilitator. A guest presenter is responsible for presenting the entire course. An outside speaker may be offered an honorarium up to $100, and a guest presenter may be offered an honorarium up to $200.
    - Zoom facilitators will be asked to demonstrate proficiency in the online Zoom format and/or complete training to allow for an optimum experience for course participants. (Contact the Curriculum Council Facilitator Working Group for information.)
    - Facilitators are responsible for familiarizing themselves with the facilities and verifying the technology that is available at remote sites.
    - Occasional scheduling difficulties may necessitate moving an approved course to a subsequent semester.
    - Scheduling questions may be directed to Scheduling Coordinator, Beth Johnson, (630) 336-6159, bethmjohnson@comcast.net.
    - The Course Proposal Form is best viewed in the free Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader on your computer, follow these steps:
        - Click on: Download Adobe Acrobat Reader: Free PDF viewer
        - On the web page that appears uncheck the box labeled "Install McAfee Security Scan Plus" on the lower center of the screen, then,
        - Click on the "Download Acrobat Reader" button – appears in two places on the page – click on either one.
        - A new web page will appear showing Step 1 is completed.
        - Follow the instructions for Step 2
        - During the install process you should be asked if you want Acrobat Reader set as the default for PDF files – yes you do.

    Sites available for scheduling:
    Waubonsee Community College
    >   Aurora Downtown Campus, 18 South River Street
    >   Aurora Fox Valley Campus, 2060 Ogden Avenue
    >   Plano Campus, 100 Waubonsee Drive
    >   Sugar Grove Campus, Route 47 at Waubonsee Drive
    Batavia – Batavia Public Library, 10 South Batavia Avenue
    Batavia – Covenant Living at The Holmstad, 700 West Fabyan Parkway
    Batavia – The Landings Senior Living, 2450 West Fabyan Parkway

Elburn – Town and Country Public Library District, 320 East North Street
Geneva – Geneva Township Senior Center, 400 Wheeler Drive
Geneva – Greenfields of Geneva, ON801 Friendship Way-
Geneva – The Reserve of Geneva, 2508 Kaneville Road
Montgomery – Montgomery Village Hall, 200 North River
North Aurora – Messenger Public Library, 113 Oak Street
Oswego – Oswego Senior and Community Center, 3525 U.S. Highway 34
Sugar Grove – Sugar Grove Public Library, 125 South Municipal Drive

2. **Course Description:** The concise course description should use illustrative language to detail the content of the course and arouse the reader's interest. Any guest presenters/speakers should be identified, and any initial reading assignments should be noted. **The Curriculum Council Working Group may edit the course description for style, clarity, and consistency.**

3. **Support Services/Room Configuration:** Complete the Required Support Services/Room Configuration sections to ensure that your course is scheduled in an appropriate room that meets your technology needs and that the room is configured to facilitate your presentation.

4. **Questions?** The Curriculum Council Working Group is available via phone, text, or e-mail to answer your questions: Jerre Henriksen, (630) 947-3857, jerreh906@gmail.com; Beth Johnson, (630) 336-6159, bethmjohnson@comcast.net; Jill Wold, (630) 525-0194, jillsw2012@me.com; Jerry King, (847) 533-2323, jwking.lli.waubonsee@gmail.com

5. **E-mail your completed course proposal** to Jerry King: jwking.lli.waubonsee@gmail.com