

Due Dates  
 February 20—Summer Sampler  
 May 20—Fall Semester  
 September 20—Spring Semester

## 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. If neither of your requested sites are available, your class will be assigned to a room at Waubensee College.  
 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](mailto:bethmjohnson@comcast.net).

### **Sites available for scheduling:**

Sites are listed in the drop-down menu

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. A maximum of 150 words is allowed. **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: Beth Johnson, (630) 336-6159, [bethmjohnson@comcast.net](mailto:bethmjohnson@comcast.net); Carolyn Hopkins, (630) 212-8211, [cjhoppkins60@yahoo.com](mailto:cjhoppkins60@yahoo.com); Jessie Affelder, (630) 777-9588,

[librarianjessie1040@hotmail.com](mailto:librarianjessie1040@hotmail.com); Jerry King, (847) 533-2323,  
[jwking.lli.waubonsee@gmail.com](mailto:jwking.lli.waubonsee@gmail.com)

5. **The completed course proposal will automatically be sent to:** Jerry King and Beth Johnson for processing

(04/2024)