



180 West Campus Drive - Flat Rock, North Carolina 28731

828.694.1740

The Blue Ridge Center for Lifelong Learning (BRCLL) Course Proposal Form

Thank you for your interest in presenting a BRCLL course. Please fill out the form below and return by email or U.S. Mail to:

Connie Creech, BRCLL Coordinator
180 West Campus Drive
Flat Rock, NC 28731

Email: cv_creech@blueridge.edu

New course: Please answer all questions.

Repeat course: You may skip questions #9-11.

First Time Instructors: Include a summary of your experience pertinent to the proposed course or attach a resume.

1. Name of course: _____

2. Instructor(s): _____

3. Mailing Address: _____

4. Telephone number: _____

5. Email address: _____

6. May we list your email address in our printed and online course description? Yes No

7. Additional instructors: _____

8. Is this a new course or a repeat course? (If a repeat, you may skip questions #9-11)

9. Instructor bio for marketing materials (30 words or less):

10. Course description (no more than 60 words):



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11. Course outline:

(provide an outline for each class meeting including trips, guest lecturers, film, etc.)

12. Requested term: Summer Fall Winter Spring

13. Course length: 2 weeks 4 weeks Other – explain

14. Maximum student limit:

15. I am available to teach (check all that apply):

	Mon	Tue	Wed	Thur	Fri	Sat
9:00 – 11:00 AM						
11:30 – 1:30 PM						
2:00 – 4:00 PM						
5:30 – 7:30 PM						

Any time, any day

Other: Preferred days/times: _____

16. Format:

Learning Circle (trained facilitator leads discussion on themes/topics drawing primarily from participants experiences, experience, knowledge, interests and concerns)

Lecture – Discussion (information presented by teacher; participants may ask questions/react)

Seminar (instructor led; participants required individually/in groups to research/present findings)

Skill building (hands-on approach to acquire certain skills)

17. Equipment required (check as many of the following you will need):

None required

Player/Recorder

- cassette player
- cassette recorder
- CD player
- DVD player
- VCR and TV

Projector

- Elmo (opaque projector)
- LCD and computer
- LCD projector (have own laptop)
- slide projector
- transparency projector

Miscellaneous

- flip chart
- lectern
- microphone(s)
- white board
- other:



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18. Handouts: I will need ____ (total number of pages per person) for my course.

Please Note: Blue Ridge Community College has a print shop and will be happy to make copies for your class presentation. Because the print shop serves the entire campus and is very busy, requests for copies need to be submitted three to five working days before your class. Handouts should be no longer than three double-sided pages. Please bring or send the materials to the BRCLL coordinator for handling.

19. Under which of the following categories do you want your course listed (select one only):

- Art
- Computing
- Contemporary Issues
- Finance/Business/Law
- History
- Language & Literature
- Personal Development
- Philosophy/Religion
- Psychology
- Science/Math
- Wellness
- Women's Studies
- Unsure

20. When was this class last taught? [For repeat course proposals only]