



**Please attach the following:**

- Resume, bio, and qualifications
- Class syllabus
- Class description – minimum 3-4 sentences

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you own your own business?  Can we leave catalogs/promotional materials?

What other marketing ideas do you have? \_\_\_\_\_

Why would someone take your class? \_\_\_\_\_

What type of student is a good fit for this class? \_\_\_\_\_

Is this class targeted to a specific age group?  If yes, what age? \_\_\_\_\_

**Course Information**

*Submissions are accepted by creativity, audience and community need. We are looking for classes that are innovative and compliment both our current class offerings and the mission of the Department of Continuing Education.*

Course Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Preferred Day of the Week: \_\_\_\_\_

Preferred No. of Classes \_\_\_\_\_ Total Hrs: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Do you need any of the following Software/AV Equipment needs?

PowerPoint/Computer:  DVD/CD:  Overhead/Document camera  Internet (WiFi) Access

Sound system  Bringing your own equipment?  If yes, what? \_\_\_\_\_

Is a text book required?: Yes:  No:  Other Supplies: \_\_\_\_\_

If yes, Author: \_\_\_\_\_ Title: \_\_\_\_\_

ISBN # (if available): \_\_\_\_\_ Cost per student for text/supplies: \_\_\_\_\_

Please indicate which campuses you would like to teach: UWO-Fond du Lac Campus - UWO-Fox Cities Campus

New instructors: an interview will be set up only for approved proposals. Starting wage is \$25/hour for classroom instruction. We have the flexibility to continually add classes to our offerings year-round that will be featured on our website.

**Please submit Instructor Bio/Proposal Form by mail or email:**

**Mail:** UWO-Fox Cities, 1478 Midway Road, Menasha, WI 54952 **Email:** [lawrences@uwosh.edu](mailto:lawrences@uwosh.edu)