

MALT Course Proposal Form

Deadlines: Spring Term Catalog is 2/1 Fall Term Catalog is 6/1 Winter Term Catalog is 10/1

MALT has established a framework in which individuals can share their skills and talents with one another in informal settings at low cost. We are delighted that you are interested in joining this innovative community effort. You select the meeting times and dates, the content and description of your course and brief bio of yourself. Please be aware of holidays. If we decide to run your course, we reserve the right to make editorial corrections. While we prefer to check any changes with you, sometimes the pressure of publication deadlines make this impossible. Choose your title carefully; with rare exceptions, our audience seems to prefer short, descriptive titles.

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Fax _____ E-mail _____

Should students have questions, what contact information may we provide? Day # Evening # E-mail

Course Title: _____

Course/Program Description: Write a brief description as might be printed in the MALT catalog including what will be gained from taking the course, topics to be covered, format and goals, if relevant. Put yourself in the student's shoes. What will students get out of the class? Why should they take this class? See previous MALT catalog for examples. Limit your description to approximately 50 words.

Teachers Information: (For use in the catalog.) Write any specific information about yourself, your experience, and why you are qualified to teach this class. Limit your description to approximately 25 words.

Class logistics: What day(s), date(s), and time of day would you like to teach the class? Be specific.

Number of Sessions _____ Day _____ Flexible?

Beginning Time _____ Ending Time _____ Dates: _____

Class Size:(mark approximate spaces) Minimum # _____ 5 _____ Maximum # _____ Unlimited

Materials Fee: List any additional costs to the students and indicate specifically what the fee will cover (. If you have a suggestion about the course fee, please note it. _____

Location: List the location if you have arranged one or have suggestions. MALT will arrange a location if blank. _____

Special Requirements: List requirements you might have of a course location (blackboard, moveable seating, etc.) _____