

INSTRUCTOR'S COURSE PROPOSAL FORM

*To be offered through the SAIL
(Seniors Active in Learning) Program*

Instructor's Name: _____ **Phone** _____

Address: _____ **City** _____ **Zip** _____

e-mail _____

Course Title: _____

Spring **Fall** **Year** _____

Course Description (as you want it to appear in the class schedule):

Number of sessions: _____ **Length of each session:** _____

Preferred maximum number of students in class: _____ **Minimum number*:** _____

Preferred days (please give us at least two choices) _____

Mornings only _____ **Afternoons only** _____ **Either is fine** _____

Please indicate days/times when you are NOT available to teach: _____

SAIL provides an honorarium of \$50 per class session, with a maximum of 8 sessions.

Will this be satisfactory? _____

Biographical Info (as you want it to appear in the class schedule)

*** For a class to "make" it must have 6 students enrolled by the 1st day of scheduled classes**

Please also complete reverse side

The SAIL program can reimburse certain out-of-pocket expenses. Classroom and office supplies, photocopying of handouts and transparencies (except color transparencies) can be done through the college and are therefore not reimbursable expenses. Please note that no copyrighted materials may be copied at the college or reimbursed. Books and other teaching aids purchased by SAIL remain SAIL property.

Please use the spaces below to indicate any anticipated needs you may have for your course, including cost, if applicable.

| Item | Anticipated Cost |
|-------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Students will be expected to pay for special classroom materials (such as for flower arranging) and these costs should be listed in the course description in the class schedule. Please indicate any such expenses you anticipate.

| Item | Anticipated Cost |
|-------|------------------|
| _____ | _____ |
| _____ | _____ |

Comments:

PLEASE NOTE: SAIL policy prohibits advertising or sale of your products or services through your classes.

If you have questions, please call 972.985.3788

Return completed form to:
SAIL
Collin College
4800 Preston Park Blvd.
Plano, TX 75093
(or fax to 972.985.3765)