

Fall/Winter

Spring/Summer

Classes held  
Sept. 1<sup>st</sup> – Jan. 31<sup>st</sup>



Classes held  
Feb. 1<sup>st</sup> – Aug. 31<sup>st</sup>

**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: \_\_\_\_\_

*New instructors: an interview will be set up only for approved proposals.*

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 UW-Waukesha.*

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 hold your class: UW-Waukesha - UW-Washington County - UW-Sheboygan

Starting wage is \$20/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, fax or email**

UW-Waukesha Continuing Education, 1500 N. University Drive, Waukesha, WI 53188 Fax: 262-521-5515

Email: [wakce@uwc.edu](mailto:wakce@uwc.edu)