Academy of Lifetime Learning Workshop/Course Proposal

Instructor Name: _____

Address: _____

Instructor Email: _____

Instructor Phone: _____

****All Instructor information needs to be filled in.****

Workshop/Course Title: _____

Workshop/Course Description: 3-4 sentences. Please list any technology needs you may have.

Please indicate a date and an alternative within the following framework
Spring/Summer 2012 January 9th – August 2, 2012

Daytime Workshops and Courses start times are between the hours of 9:00am-4:00pm. Evening start times for workshops and courses are either 5pm or 6pm. The Academy only has programming on days the University is in Session.

Workshops are one-time events meant to introduce a topic to participants.

Courses are held 3-4 times and are designed to explore a subject more thoroughly than a workshop or develop a introductory skill that can then be built upon by the participant. A course might be held e.g. Mon and Wed from 9-11am for two weeks or Monday from 9-11am only for 4 weeks.

1st choice: Date(s) Time:

2nd choice: Date(s) Time:

Honorarium $100.00 per class session:

Make check payable to or indicate the percent wanted if splitting the payment:
Please check your choice(s)
_____ myself
_____ SCE Scholarship Fund
_____ Academy of Lifetime Learning

Thank you for your offer of assistance! If you have any questions or comments, please feel free to send an email at academy@eiu.edu or call 581-5114. Upon completion, please send this form to the Academy, SCE Blair Hall or academy@eiu.edu. **Completed form due by 4 p.m., October 30, 2011.**