Walla Walla Community College
Extended Learning Department
Course Proposal
Coordinator: Karin Gitchel at 527-4561 or email: karin.gitchel@wwcc.edu

Please fill out completely and accurately. This information will be used to assist us in assessing your expertise, interests, and suitability for teaching opportunities.

INSTRUCTOR DETAILS		
Full Name:		
Mailing Address:		
Telephone No:		**Alt. Telephone No.**
Email Address:		
Website:		
Current Instructor: Y / N	**Previous Instructor:** Y / N	**New Instructor:** Y / N
Instructor's description *(Give a brief description of yourself as it pertains to the subject you wish to teach. Include this information with each proposal.)*		
A payroll packet will be sent to you if you are a new employee. This packet will need to be completed and returned to our office prior to the start of your teaching assignment. If you wish to teach as a volunteer you will not need to complete the payroll packet.		
Payroll Packet Sent:	**Payroll Packet Received:**	

COURSE DETAILS:		
Idea/Course Title:		
Dates of Class:	**Session 1** *(5wks)* _____	**Session 2** *(5wks)* _____
Preferred Days: M T W TH F	**Schedule Preferences:**	
Hours Preferred: *(example: 1:00-3:30 PM, 2:30-4:30 PM)*		**Total Hrs:** _____ **(10 hrs)**
Maximum Enrollment #:	*Minimum class size is 8.	
Prerequisites:		
Required Texts: *Title, Author, Publisher, Edition, ISBN #*		
Instructional Needs: *AV/Whiteboard/Photocopying/other*		

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Course Description:
Course Objectives:
Topical Course Outline:

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ADDITIONAL INFORMATION: (Is there anything else you would like us to know about you?)
BY MY SIGNATURE BELOW OR BY THE ELECTRONIC SUBMISSION OF THIS DOCUMENT, I certify that to the best of my knowledge there are no misrepresentations or falsifications in my answers to the questions above. I am aware that any misstatement disclosed through investigation will constitute grounds for disqualification and/or dismissal. DATE: SIGNATURE:

Return Completed Materials to:

Karin Gitchel, *Coordinator*
Office of Extended Learning
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362

E-mail: **karin.gitchel@wwcc.edu**
FAX: (509) 527-4325
Telephone: (509) 527-4561

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