

# BETHEL UNIVERSITY

## Course Proposal Form 2015



**Thanks for your interest in teaching at Bethel University!** Please fill out this form to tell us what you would like to teach. We will respond by early February after reviewing all proposals.

[betheluniversityvt.wordpress.com](http://betheluniversityvt.wordpress.com)

**Course proposals are due by 8 PM on January 26, 2015.** Return paper forms to the Bethel Village Sandwich Shop or submit online at [betheluniversityvt.wordpress.com](http://betheluniversityvt.wordpress.com). See the FAQ online for more info.

**NEW "Meet-up groups"!** This year you can also offer an informal meet-up (organized gathering with no teaching required). Please fill out the info below to describe your topic if you would like to "host" a group.

Your name \_\_\_\_\_ Title/Business (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_ website \_\_\_\_\_

Town \_\_\_\_\_ If not Bethel, what's your connection to Bethel? \_\_\_\_\_

Course title \_\_\_\_\_ Additional Instructor(s) \_\_\_\_\_

Are you proposing a:     Meet-up group         Course

Course/group goal (What is the goal of this course or what will students learn?)

Brief course description (What will your course cover? What kinds of activities? Who is it geared toward?)

Brief instructor bio (Who are you, and why are you qualified to teach this course?)

1<sup>st</sup> choice date/time(s): \_\_\_\_\_

2<sup>nd</sup> choice date/time(s): \_\_\_\_\_

If multiple session, # of sessions \_\_\_\_\_ Additional dates/times \_\_\_\_\_

Min. # participants required \_\_\_\_\_ Max. # participants preferred \_\_\_\_\_

Course location 1<sup>st</sup> choice: \_\_\_\_\_ Course location 2<sup>nd</sup> choice: \_\_\_\_\_

Please list any pre-requisite skills students must have or any restrictions on who may sign up.

Please list any materials students must bring to your class. If you would like to apply for funding to offer materials, please tell us what materials you would need and estimate cost per student.

Please list any IT or other equipment needs for this class (tables, chairs, projectors). If it would be helpful to have a student assistant (volunteer) for your course, please note that here.

Students may be available to serve as volunteer assistants for courses. Would you be interested in having a student assistant?  Yes  Maybe  No

It takes a village to put on a pop-up university! Are you interested in helping to support BU?

- |   |   |
|---|---|
| <input type="checkbox"/> Sponsor BU (cash or supplies)          | <input type="checkbox"/> Website or tech support                    |
| <input type="checkbox"/> Participate in planning committee      | <input type="checkbox"/> Communications, media, and outreach        |
| <input type="checkbox"/> Photography or videography of courses  | <input type="checkbox"/> Fundraising, grantwriting and sponsorships |
| <input type="checkbox"/> Spreading the word and hanging posters | <input type="checkbox"/> Mentoring students who want to teach       |
| <input type="checkbox"/> Administration or other logistics      | <input type="checkbox"/> Other                                      |

### Thank you!

If you have any problems or questions filling out this form or want help thinking about your course / meet-up group, please contact Hilary Mullins at [hmullins@vtc.edu](mailto:hmullins@vtc.edu). Visit our website for more info about courses, sample course descriptions, and listings of last year's courses. [betheluniversityvt.wordpress.com](http://betheluniversityvt.wordpress.com)