LCCC Continuing Education Department
Seminar, Workshop or Course Proposal Information and Form

Do you have an idea for a seminar, workshop or course? If so, the Continuing Education Department would like to work with your department to offer the training(s).

The real test of a proposed program is the public response to the publicity. Since there are costs involved for printing of promotional materials, postage, and staff time, every effort will be made to offer seminars/courses which are viable and which do not compete with other offerings at the College. Consideration is also given to the instructor/trainer's recommendations regarding optimal class size, instructor/trainer remuneration, and equipment/material and facility needed for the program. The deadlines for proposals are:

April 1.......for the fall semester (September - December)

September 15......for the spring semester (February - June)

February 1......for the summer semester (July - August)

Just complete the Continuing Education’s Seminar/Course Proposal Form which will provide the information about the program you are proposing. Please return the completed proposal form to the Continuing Education office. Should the proposal be accepted, the Continuing Education office will be in touch to schedule it.

If you have any questions, please do not hesitate to call the Continuing Education office at extension 495.

Sincerely

Christine R. Donnolo

Associate Dean of Continuing Education
Workforce and Community Development Division
Seminar/Course Proposal Form

Due Dates:

For Fall – due by April 1; for Spring – due by September 15; for Summer due by February 1.

Department and/or Off-Site Location:

Faculty/Instructors Name:

Contact Information (telephone and e-mail):

Seminar/Course Title:

Course Description: (attach separate sheet if necessary)

________________________________________________________________________

________________________________________________________________________

Target Audience: _____________

Maximum Number of Students: __________

Proposed number of hours per session: __________

Proposed number of hours for entire course: __________

Proposed dates and hours for the entire course: __________________________

Facility and equipment needed to be supplied by College:

________________________________________________________________________

Your Qualifications to Teach this Course:

________________________________________________________________________

________________________________________________________________________

Return to the LCCC Continuing Education Office

Any questions call X 495