



UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*

**UL Lafayette  
Continuing Education**

P.O. Box 42411  
Lafayette, LA 70504-2411  
Office: 337-482-6391  
Fax: 337-482-6392

*Université des Acadiens*

## Department of Continuing Education Non-Credit Course Proposal

### Instructors:

Please type or write neatly and send a separate form for each class you want to teach. Complete all items on both pages of this application and attach your resume and course syllabus.

Instructor: _____		
First	Middle Initial	Last
Professional Designations/Credentials: _____		Social Security #: _____
Address: _____		
Work Phone: _____		Home Phone: _____
Cell: _____	E-mail Address: _____	
May we give your phone number to prospective students? (circle)		Yes    No
If yes, circle all that apply:    Home    Work    Cell    Email		

**Class Title:** \_\_\_\_\_

**Class Beginning Date:** \_\_\_\_\_ **Class Ending Date:** \_\_\_\_\_

**Meeting Day(s):** Mon    Tues    Wed    Thurs    Fri    Sat    Sun    **# of class meetings:** \_\_\_\_\_

**Time:** From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

**Class Size:** Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

**Proposed Course Fee:** \_\_\_\_\_

Will handouts be provided? \_\_\_\_\_ If so, what type of handout material will be provided, or would you prefer Continuing Education to copy and assemble handout material? Attach if necessary.

Are there any special skills or a level of experience suggested/required for this class? Will the students need to bring any special items?

Would minors be allowed in the class? Age Requirement (if any): \_\_\_\_\_

### FOR OFFICE USE ONLY

Resume \_\_\_\_\_

Location: \_\_\_\_\_

Class Syllabus/Outline \_\_\_\_\_

Personnel Documents \_\_\_\_\_

Comments:

