



# 2023 Fall Semester Course Proposal (Fields in red required)

September 18, 2023 - December 15, 2023

**NOTE: Classes will NOT be held September 25, 30, October 7, 9, November 7, 10, 23, 24**

TO SUBMIT: Email completed form as attachment to [curriculum@ilrnh.org](mailto:curriculum@ilrnh.org) no later than July 26, 2023

## About You

Date Submitted:

Name:

Phone

Email:

Address:

City, State, Zip

**Biography** (Relevant to course material, max 75 words, may be edited for catalog)

Biography on File with ILR

## About the Course (Include required materials and texts)

Title:

**Course Description** (150 words or less, may be edited in catalog due to space restrictions)

## Scheduling Request

(NOTE: Classes will NOT be held September 25, 30, October 7, 9, November 7, 10, 23, 24)

Date(s)

# of Session(s):

Day of the Week:

Ck if Day/Date Flexible

Time of Class: Start

End

# of Students: Min

Max

## Location Preference for In-Person Class

1st Choice

2nd Choice

## Preferred Teaching Platform

Zoom Only

In-Person Only

Either

## Recording Preference for Zoom

ILR will host all Zoom sessions. You will be provided with a link to click to join session

You may record my Zoom classes\*

You may NOT record my Zoom classes

\*Recording Restrictions, if any



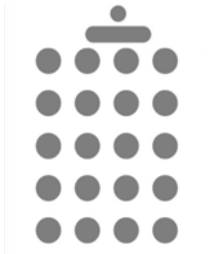
## 2023 Fall Semester Course Proposal (cont))

### Room Set-up:(depends on availability)

Classroom



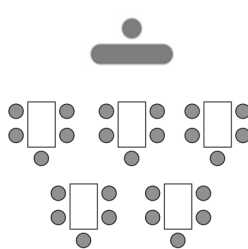
Theater



Tables in U



Pods



Conf



Other (explain set-up)

Special Requests:

### Support Services (check all that are needed for your presentation)

Whiteboard

Portable Mic

DVD/CD Player

Special Audio/Video set up needed:

Flip chart

Lapel Mic

Zoom Training

Podium

WiFi

Projector/Screen

Speakers

Smart TV

### Your Presentation Method

(PowerPoint, Video, Lecture, etc.)

### Equipment you will bring,

(Mac or PC,USB, DVD, Tablets, Ipad, CD, connection cables, etc.)

Operating systems of your equipment:

Apple

Microsoft Windows

Check if you want to receive feedback from your course participants

**Please check box to confirm you will comply with current ILR COVID policy and copyright laws for materials presented.**

For any questions, contact:

[curriculum@ilrn.org](mailto:curriculum@ilrn.org) or

David Phelps, 203-731-0750 ([phelps2829@sbcglobal.net](mailto:phelps2829@sbcglobal.net)) or

Serena Guerrette, 203-988-5128([slguerrette@gmail.com](mailto:slguerrette@gmail.com))

**TO SUBMIT:** Hit Save button and send completed form as email attachment to

[curriculum@ilrn.org](mailto:curriculum@ilrn.org) **no later than July 26, 2023**