

**INSTRUCTOR'S COURSE PROPOSAL FORM**

*To be offered through the SAIL  
(Seniors Active in Learning) Program*

**Instructor's Name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**e-mail** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Spring**       **Fall**      **Year** \_\_\_\_\_

**Course Description (as you want it to appear in the class schedule):**

**Number of sessions:** \_\_\_\_\_ **Length of each session:** \_\_\_\_\_

**Preferred maximum number of students in class:** \_\_\_\_\_ **Minimum number\*:** \_\_\_\_\_

**Preferred days (please give us at least two choices)** \_\_\_\_\_

**Mornings only** \_\_\_\_\_ **Afternoons only** \_\_\_\_\_ **Either is fine** \_\_\_\_\_

**Please indicate days/times when you are NOT available to teach:** \_\_\_\_\_

**SAIL provides an honorarium of \$50 per class session, with a maximum of 8 sessions.**

**Will this be satisfactory?** \_\_\_\_\_

**Biographical Info (as you want it to appear in the class schedule)**

**\* For a class to "make" it must have 6 students enrolled by the 1<sup>st</sup> day of scheduled classes**

**Please also complete reverse side**

The SAIL program can reimburse certain out-of-pocket expenses. Classroom and office supplies, photocopying of handouts and transparencies (except color transparencies) can be done through the college and are therefore not reimbursable expenses. Please note that no copyrighted materials may be copied at the college or reimbursed. Books and other teaching aids purchased by SAIL remain SAIL property.

Please use the spaces below to indicate any anticipated needs you may have for your course, including cost, if applicable.

Item	Anticipated Cost
_____	_____
_____	_____
_____	_____

Students will be expected to pay for special classroom materials (such as for flower arranging) and these costs should be listed in the course description in the class schedule. Please indicate any such expenses you anticipate.

Item	Anticipated Cost
_____	_____
_____	_____

Comments:

Please note: SAIL policy prohibits advertising or sale of your products or services through your classes.

If you have questions, please call 972.985.3788

Return completed form to:  
SAIL  
Collin County Community College  
4800 Preston Park Blvd.  
Plano, TX 75093  
(or fax to 972.985.3765)