

Alamogordo Community Education Course Proposal

Please complete, then mail or FAX this form and attachments to:

Alamogordo Community Education
New Mexico State University at Alamogordo
2400 N. Scenic Drive, CB 401
Alamogordo NM 88310
FAX: 575/439-3805

For further information please call or email
Telephone: 575/439-3842; 575/439-3626

janis@nmsua.nmsu.edu, jgriggs@nmsua.nmsu.edu

Name:					
Phone:			Email:		
Social Security Number:			Birth Date:		
Address:					
City:			State:		Zip Code:
Course Title:					
Course Description:	(Briefly describe your class. We will edit the information for the schedule.)				
Preferred Semester:			Preferred day(s) of week to teach:		
Preferred dates to teach:			Preferred time to teach:		
Hours per session:		Number of weeks:		Number of class sessions:	
Cost per student:		Grade/age range for students:			
(be specific, any includes toddlers / Adult is 18 & up)					
Minimum number of students required for class:			Maximum number of students:		
(if this number is met, class is an automatic go)					
What type of facilities and equipment would you need to teach this class? (Please be specific)					
Note: Staff will try to locate the appropriate facilities & equipment for your class. We are, however, limited in available facilities.					
Please list any additional costs that students may have for this class below:					
Estimated cost of supplies:		Can students purchase any supplies through you?			
If not, where can student purchase these supplies?					

REQUIRED ATTACHMENTS: Instructor Description items 1, 2, 3, Course Outline, and Supplies List.

Instructor Description:

- 1) Please attach a brief (60 words or less) description which we might read over the phone. Also, please indicate how you would like your name to appear in the printed schedule of classes. Please include:
 - Your area(s) of expertise related to this course
 - Your years of teaching experience related to this course
 - Your years of professional experience related to this course
 - Your degree (including institution & date of graduation)
- 2) Please provide us with the name, address, and telephone number of two references who are familiar with your teaching.
- 3) Please attach a copy of your resume.

Course Outline: List what is to be taught or what activities are to be provided. Be specific and include all topics.

List of Supplies: Items students may need for this class

Hire Status: Presently employed with	NMSU-A	NMSU	New Hire
Do you currently CONTRIBUTE to NM Educational Retirement from another place of employment?			
If so, from what institution ?			
Do you currently RECEIVE NM Educational Retirement from another place of employment?			
If so, from what institution ?			

I have read and understand the above information and will provide the Community Education staff with a course proposal, outline and information for each class that I plan to teach.

Signature: _____ Date: _____

Class approved by: _____ for _____ term.

The following VOLUNTARY information is requested for reporting to State and Federal agencies:

Ethnicity:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> White (not Hispanic origin) | <input type="checkbox"/> Black (not Hispanic origin) | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islanders | <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> No Response |

Citizenship:

- United States Other

Thank you for your interest in teaching a non-credit course for
New Mexico State University at Alamogordo
Alamogordo Community Education



Visit our website <http://alamo.nmsu.edu/community/ace>