

Alamogordo Continuing Education Course Proposal

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

Alamogordo Continuing Education

New Mexico State University 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
alamocommedu@nmsu.edu

Name:			
Email:			Phone:
Birthdate:			
Address:			
City:		State:	Zip Code:
Course Title:			
Course Description: Briefly describe your class below (60 words or less). We will edit the information for the schedule.			
Preferred Semester: SP SU FA		Preferred day(s) to teach: Mon Tue Wed Thurs Fri Sat Sun	
Preferred date(s) 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: (if this number is met, class is an automatic go)			Maximum number of students:
What type of facilities and equipment would you need to teach this class? (Please be specific) Please 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:			

Please attach a list of supplies that students may need for this class:			
Estimate cost of supplies:		Can students purchase any of these supplies through you?	Y / N
If not, where can students purchase these supplies?			

Instructor Description:

- 1) Please attach a copy of your **resume**, indicating how you would like your name to appear in the printed schedule of classes. Be sure to include in your resume:
 - 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.

Course Outline: Please attach a list of what is to be taught or what activities are to be provided. Be specific and include all topics.

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 New Mexico 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 form, course outline, 2 references, a copy of my resume, and a list of supplies (if needed).

Signature: _____ Date _____

Class approved by _____ for _____ term.

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

Ethnicity: White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 Asian or Pacific Islanders American Indian or Alaskan Native No Response

Citizenship: U.S. Other



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

