

# 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](mailto:alamocommedu@nmsu.edu)

<b>Name:</b>			
<b>Email:</b>			<b>Phone:</b>
<b>Birthdate:</b>			
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Course Title:</b>			
<b>Course Description:</b> Briefly describe your class below (60 words or less). We will edit the information for the schedule.			
<b>Preferred Semester:</b>	SP	SU	FA
<b>Preferred day(s) to teach:</b>		Mon Tue Wed Thurs Fri Sat Sun	
<b>Preferred date(s) to teach:</b>		<b>Preferred time to teach:</b>	
<b>Hours per session:</b>		<b>Number of weeks:</b>	<b>Number of class sessions:</b>
<b>Cost per student:</b>		<b>Grade/age range</b> for students: (be specific, any includes toddlers / Adult is 18 & up)	
<b>Minimum</b> number of students required for class: (if this number is met, class is an automatic go)			<b>Maximum</b> 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?	<b>Y / N</b>
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.

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

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 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

