



# Class Proposal Form

The Lifetime Learning Institute of Northern Virginia

Phone: 703/323-3743 - Email: [admin@llinova.org](mailto:admin@llinova.org)

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**The following information is essential. Fill out this form completely and email it to the LLI/NOVA Curriculum Committee at [curriculum@llinova.org](mailto:curriculum@llinova.org)**

## I. Proposal Submitted By

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## II. Proposed Class Information

Proposed Class Title: \_\_\_\_\_

Proposed Class Description: *(Provide a brief description of the course suitable for inclusion in the catalog.)*

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Number of Sessions: \_\_\_\_\_

### III. Scheduling Classes

*LLI/NOVA classes generally meet one day a week for one or more weeks rather than more than once a week. Classes usually meet for 1 ½ hours, but other lengths of time can be arranged.*

**Preferred Date/s:** \_\_\_\_\_

**Alternate Date/s:** \_\_\_\_\_

**Preferred Time:** *(check preference)*

\_\_\_ 10 am – 11:30 am. \_\_\_ 1:30 pm – 3:00 pm \_\_\_ Other: \_\_\_\_\_

**Proposed Location:** \_\_\_\_\_

\_\_\_\_\_

**Number of students:** *Class size is determined by space requirements but may also be set by the instructor. Enrollment that does not meet the minimum may result in class cancellation.*

**Minimum:** \_\_\_\_\_ *(Smallest number for which the class will meet)*

**Maximum:** \_\_\_\_\_ *(Specify preference for maximum number of attendees; space assignment may affect this number)*

### IV. Suggested Coordinator

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### V. Suggested Instructor

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Instructor Bio: *(Provide a brief biography for inclusion in the catalog, especially parts of your background that pertain to the class being offered)*

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## VI. Other Requested Information

Special Classroom Requirements: *Be as specific as possible. (If the class will be presented on the LLI NOVA campus, all of the resources below are already available)*

Is this a visual presentation? \_\_\_\_\_

If an LLI computer is required, what program/format will be used? (PowerPoint, Word, PDF, Apple, Open Office, etc.)

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Check all items that are needed:

Wi-Fi: \_\_\_\_\_ LLI Computer: \_\_\_\_\_ DVD Player: \_\_\_\_\_ Projector: \_\_\_\_\_ Screen: \_\_\_\_\_

Laser Pointer: \_\_\_\_\_ Voice Amplification: \_\_\_\_\_ Podium: \_\_\_\_\_ Table: \_\_\_\_\_

Other: \_\_\_\_\_

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Supplies / Materials: *(If students are expected to purchase materials for the course, please describe them and list the cost per student)*

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