



J-TERM 2010 – ALREADY?

Yes! YOU CAN TEACH A NON-CREDIT COURSE in 2010!

Apply by Wednesday May 13, 2009

The Office of Student Programs is **now** accepting proposals from students, faculty and staff to teach J-Term 2010 non-credit classes.

A \$100 honorarium is paid per course.

Non-Credit Course Overview

- Students, staff, and faculty receive a \$100 stipend for teaching a non-credit course.
- Proposed courses should be about 8 class hours in length, scheduled at any time.
- Courses will be accepted based on community interest, experience of the instructor, creativity, and diversity for the overall J-Term program. Please be creative!

Selection and Payment Process

1. Course Proposals must be received in Student Programs Office, Blanchard 327 by **Wednesday May 13, 2009** (or sent via email to jlaprade@mtholyoke.edu by same deadline)
2. Instructors will be notified via email about their proposal in Summer 2009.
3. Details about dates, times, and locations of courses will be finalized in October 2009.
4. Stipends will be paid at the conclusion of the course. At least 4 participants must complete the course for the instructor to receive the \$100 payment.

**DEADLINE for proposals: RETURN TO
THE OFFICE OF STUDENT PROGRAMS
BLANCHARD CAMPUS CENTER, ROOM 327
or email to jlaprade@mtholyoke.edu
BY Wednesday, May 13, 2009.**

Questions? Contact John Laprade, Director of Student Programs
jlaprade@mtholyoke.edu, x2478.

A **Proposal Form** is printed on the back of this sheet.
Additional proposal forms are available at Blanchard Information Desk or online at

www.mtholyoke.edu/go/students

**THIS PROPOSAL FORM MUST BE RETURNED TO THE OFFICE OF STUDENT PROGRAMS
BLANCHARD CAMPUS CENTER, ROOM 327, or emailed to jlaprade@mtholyoke.edu
BY WEDNESDAY, May 13, 2009.**

Instructor (your name): _____ **Phone:** _____

Email: _____ Summer email, if different: _____

I am a: student _____ (list class year) _____ staff member _____ faculty member _____

Course title: _____

Description for publication:

Materials: Are there materials required for this course? Please list anticipated costs and proposed materials fee, if any, per course participant:

Enrollment limit (if any, write in the max number of students for this class): _____

Registration: Can people email you to register for the course? Circle one: Yes No

If not, please list a phone number to call: _____

Location: Specify a desired location for course (specific room or type: multimedia classroom, computer lab, open space, etc) _____

Course scheduling

- All non-credit courses are expected to last at least 8 hours in total.
- Final dates and times of courses can be adjusted in the Fall of 2009, but please submit your preference at this time for days, dates, and times of your classes here. Many classes are held for one week, up to 2 hours per day, but courses may also be held over multiple weeks (i.e. sessions every Tuesday & Thursday during J-Term).

YOU MUST SUBMIT desired days, dates, and times for your classes here: _____

Qualifications

Please **attach** a brief description that explains how you are qualified to teach the proposed material. List your experience, certifications, special interests, and/or any other relevant information. You may also explain why you are motivated to teach this particular course.