Spring/Summer
Classes held
Feb. 1st – Aug. 31st

Fall/Winter
Classes held
Sept. 1st – Jan. 31st

Please attach the following:
- Resume, bio, and qualifications
- Class syllabus
- Class description – minimum 3-4 sentences

Name: ____________________________________________
Home Phone: ________________________________ Cell Phone: ________________________________
Email: ____________________________________________
Mailing Address: __________________________ City: _____________ State: _______ Zip: _______

New instructors: an interview will be set up only for approved proposals.

Do you own your own business? □ Can we leave catalogs/promotional materials? □

What other marketing ideas do you have? __________________________________________

Why would someone take your class? __________________________________________

What type of student is a good fit for this class? __________________________________________

Is this class targeted to a specific age group? □ If yes, what age? _______

Course Information
Submissions are accepted by creativity, audience and community need. We are looking for classes that are innovative and compliment both our current class offerings and the mission of UW-Waukesha.

Course Title: ____________________________________________
Beginning Date: ________________ Ending Date: ________________
Preferred Day of the Week: ________________ Preferred No. of Classes ________ Total Hrs: ________
Start Time: ________________ End Time: ________________

Do you need any of the following Software/AV Equipment needs?  
PowerPoint/Computer: □ DVD/CD: □ Overhead/Document camera □ Internet (WiFi) Access □
Sound system □ Bringing your own equipment? □ If yes, what? ____________________________

Is a text book required?: Yes: □ No: □ Other Supplies: ____________________________
If yes, Author: ____________________________ Title: ____________________________
ISBN # (if available): ____________________________ Cost per student for text/supplies: ____________________________

Starting wage is $20/hour for classroom instruction. We have the flexibility to continually add classes to our offerings year-round and will be featured on our website. For a class to be featured in our catalog, we need this proposal prior to April 1st.

Please submit Instructor Bio/Proposal Form by mail, fax or email
UW-Waukesha Continuing Education, 1500 N. University Drive, Waukesha, WI 53188  Fax: 262-521-5515
Email: wakce@uwc.edu