



Livingston Center

SOUTHEASTERN LOUISIANA UNIVERSITY

Life-Long Learning Program

Course Proposal Form

Title of Course/Program:		
# of class meetings:	Days of week:	Calendar Dates:
Time: (am/pm)-	(am/pm)	Location: Southeastern Livingston Center
Room Set-Up: <input type="checkbox"/> Theater Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> Workshop Style		
Audio/Visual: <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> Easel <input type="checkbox"/> Laptop		
Class Description: (Please check <u>one</u> of the following)		
<input type="checkbox"/> New class (description attached)		
<input type="checkbox"/> New description of class previously conducted (description must be attached)		
<input type="checkbox"/> Use same class description from _____(sem)____(yr) (ex. Spring 2020)		

Instructor Compensation Worksheet - The compensation is 70% (instructor)/ 30% (Life-Long Learning Program).

- A. Amount of the course fee we should charge participants to take the course.....\$_____
- B. Minimum number of participants needed to conduct course....._____
- C. Maximum number of participants for course....._____

Instructor pay should be expected in 10-14 business days AFTER the completion of the class.

Course Fee (line A above):	Min # of participants required to conduct course (line B above):
Max # of participants (line c above):	Deadline to register (if any):
Age Requirement (if any):	
Additional materials fee charged per participant and collected by Life-Long Learning Program: \$_____	
Justification:	
Instructor Name:	Cell:
Email:	

For Southeastern Louisiana University Faculty & Staff ONLY: University Department/College:_____

Rank and/or title:_____ Education Level:_____ Years of professional experience:_____

Retirement Information: Application presently retired?____(yes)____(no) If yes, from what system?_____

Currently in DROP? __ (yes)__(no) Currently a member of: __TRSL__ State Retirement __ORP__ FICA

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