



Northwestern Connecticut  
Community College  
Park Place East • Winsted, CT 06098  
www.nwcc.commnet.edu

THE DIVISION OF CONTINUING EDUCATION

**Deadlines for submission**

*Spring/Summer (courses scheduled February-August): July 1*  
*Fall & Winter (courses scheduled September-January): January 1*

**CREDIT-FREE COURSE PROPOSAL**

Please use one form for each course proposed. You may photocopy forms as needed.

*This proposal does not constitute a contract nor does it guarantee that the proposed course will be accepted.*

INSTRUCTOR INFORMATION



**PLEASE ATTACH AN UP-TO-DATE RESUMÉ AND THREE LETTERS OF RECOMMENDATION**

Full legal name:
Business name or doing business as (dba):
Address:
City, State, Zip:
Home/Cell telephone:
Work telephone:
Fax number:
Email address:
Web page address:
Previously employed by NCCC? If yes, when?
Currently employed by NCCC? If yes, how many hours?
Currently employed by another State agency? If yes, name of agency, how many hours per week, classified or unclassified service?
Previously worked for State? If yes, agency and year(s)?
Are you retired from State service?

Will you be teaching credit or credit-free courses anywhere else? If so, which courses, where, and how many hours? \_\_\_\_\_

**Program Information**

Suggested Course Title	
Number of Class Meetings	Length of Meetings
Maximum # of Students:	Is this class appropriate as a CEU offering?
Minimum # of Students:	
Target audience: Adults ___ Youth ___ Seniors ___	
Text Required? If so, please list title, publisher, and ISBN #. We highly recommend that you do not use a required text; rather, to offer instead a suggested reading list.	
Space/Equipment Needs: List special requirements, i.e., sink, tables, overhead or slide projector, VCR monitor, DVD, Etc.	

Please complete accurately since this is how the course may appear in our brochure.

Course title: \_\_\_\_\_

Course description:

Course pre-requisite(s), if applicable:

Instructor's name:

Day(s) class will meet:

Date(s) class will meet:

Time class will meet:

Suggested course fee (i.e., what you would suggest as the course fee):

Please note that NCCC reserves the right to edit the above, without notice, in preparation for publication. Every effort will be made to present the material accurately should changes be made.

---

Write a short paragraph summarizing your professional qualifications and how they have prepared you to teach this program. (This may appear in our brochure.)

---

