

Life-Long Learning Program

Course Proposal Form

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

Instructor Compensation Worksheet –The compensation is a 70% (instructor)/ 30% (Life-Long Learning Program). There is an 8% fee charge by Southeastern Louisiana University for administrative processing:

- 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 \$ _____

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