

## **Instructor Application & Course Proposal Form**

Please fill out the following form for consideration.

You can deliver this form to room EG30 in the UWM Union, mail this form to the UWM Union Studio Arts and Crafts Centre, 2200 E. Kenwood Blvd., Mke., WI, 53201, or e-mail this form to amhunley@uwm.edu.

### **General Information**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Course Name \_\_\_\_\_

Proposed: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Ev. Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **1. Educational Background**

Institution: \_\_\_\_\_

Area of Study: \_\_\_\_\_

Degree: \_\_\_\_\_

### **2. Relevant Experience**

#### **a. Employer**

Dates of Employment: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

#### **b. Employer**

Dates of Employment: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

### **3. References**

List three people who know your relevant experience. They need not be local references. Include full address (where possible) and phone number(s) with area code.

Name	Address	Phone Number

**4. Course Outline**

**a. Target Audience:**

This course is best suited to what type of audience?

**b. Learning Objectives:**

By the end of this course what skills and/or techniques will the participants know?

**c. Course Description:**

A one paragraph description as you would like to see it appear in our course catalog.

Staff will edit final copy with your input and approval.


**d. Lesson Plan:**

Number of Sessions:

Class sessions range from 4-6 (once a week) sessions to 1 – 2 day workshops.

Session or Week	Content
1	
2	
3	
4	
5	
6	

**5. Class Size**

Maximum: 8 Minimum: 4

**6. Facilities**

Courses are held in the Craft Centre. Room set-up options will be discussed in planning the course with the Craft Centre manager.

**7. Specialized Equipment Needs**

Specialized equipment is limited to availability.

Indicate the kind of equipment needed. (i.e. chalkboard, dry erase board, slide projector, etc...) Instructors are responsible for scheduling needed equipment with the Craft Centre manager.

**8. Supplies**

The SACC manager will work with you to determine final supplies and their sources.

Supply costs are factored in course fees. List all supplies that are required for your course. When possible, provide estimated, per person, cost.

Item:	<input type="text"/>	Price:	<input type="text"/>
Item:	<input type="text"/>	Price:	<input type="text"/>
Item:	<input type="text"/>	Price:	<input type="text"/>
Item:	<input type="text"/>	Price:	<input type="text"/>
Item:	<input type="text"/>	Price:	<input type="text"/>

### 9. Schedule

List the day and times you would prefer to teach.

Most classes meet weekday evenings, sometime between 6:30pm and 9:30pm or Saturday mornings may also be possible. Workshops are generally held on Saturdays and Sundays from 12:30pm-3:30pm.

	Date	Time
1st Choice:	<input type="text"/>	<input type="text"/>
2nd Choice:	<input type="text"/>	<input type="text"/>
3rd Choice:	<input type="text"/>	<input type="text"/>

### 11. Biography

Provide a brief biography about you and your experience.

**I hereby certify** that all information provided by me in this application is true, accurate and complete. I understand that if I have given false information on this application or if I have omitted any material facts, I maybe disqualified from employment consideration with the University, or if hired, I may be discharged immediately upon discovery of such false statements or omissions. Further I understand that proof of work eligibility is a required condition of employment.

It is the Policy of the University to provide reasonable accommodation for qualified individuals with disabilities who are employees or applicants for employment. If you need assistance or accommodation for the application process because of a disability, please contact the Human Resources Office. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.