***Click on gray box to begin typing***

HASP COURSE PROPOSAL

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Submitted by: |  | | | | | | | | | | | | | | | For term/year: | | | | | | |  | | | | | | |
| Date submitted: | | |  | | | | | | Date(s) proposal revised or edited: | | | | | | | | | | | | |  | | | | | | | |
| Subcommittee:  *Fine Arts; Humanities; Social Sciences;* ***or*** *Science, Medicine, Technology* | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | Name | | | | | | | | | Email | | | | | | | | | | | | | Phone | | | | | |
| HASP coordinator(s): | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | |
| Course presenter(s): | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | |
| Course title: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of sessions: | | | | |  | | Minimum class size: | | | | | | | | | |  | | | | Maximum class size: | | | | | | |  | |
| Course description:  *If more than one session, please also describe each session.* | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Presenter(s) background:  *Education and work. Please limit to seven lines.* | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Preferred days and time:  *Flexibility is appreciated.* *Friday classes are morning only. There are no Friday courses during Summer Term.* ***Put an X in all that apply.*** | | | | | | | |  | | | | Monday | | | | | | Tuesday | | Wednesday | | | | | Thursday | | | | Friday |
| 9:30-11:00am | | | |  | | | | | |  | |  | | | | |  | | | |  |
| 1:00-2:30pm | | | |  | | | | | |  | |  | | | | |  | | | | N/A |
| If your schedule is limited, please indicate specific dates/times you **ARE** available: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Please indicate dates/times you **ARE NOT** available: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Preferred location:  ***Indicate with an X.*** | | | | Zoom\* from home/office  *(High speed internet required.)* | | | | | | Zoom\* from HASP classroom | | | | | | | | | \*\*Present in-person in the HASP classroom | | | | | | | | Off-site *(Please provide address and details)* | | |
|  | | | | | |  | | | | | | | | |  | | | | | | | |  | | |
| If you plan to bring your computer,\*\*indicate type: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Additional a/v equipment requested: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| If there will be costs to HASP (other than printing), please explain: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |

*\*If Covid restrictions apply, classes are held via Zoom. During Covid, presenting via Zoom from the HASP office or presenting off-site will need to be approved.*

*\*When presenting via Zoom from home, high speed internet is required. HASP will provide a practice session prior to your presentation and remote Zoom assistance during your presentation.*

\*\* *If you are presenting from the HASP office, we will provide a computer (PC), projector/screens, and on-site technical support. You can choose to bring your own laptop computer. We advise that if you bring your own computer, bring your presentation on a flash drive as a backup.*