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

HASP COURSE PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| 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.*