

# HASP COURSE PROPOSAL

*Click on gray box to begin typing*

Submitted by:		For term/year:				
Date submitted:		Date(s) proposal revised or edited:				
Subcommittee: <i>Fine Arts; Humanities; Social Sciences; or Science, Medicine, Technology</i>						
Course title:						
	Name	Email	Phone			
Course presenter(s):						
HASP coordinator(s):						
Number of sessions:		Minimum class size: (if applicable)	Maximum class size: (if applicable)			
Course description: <i>If more than one session, please also describe each session.</i>						
Presenter(s) background: <i>Education and work. Please limit to seven lines.</i>						
Preferred days and time: <i>Flexibility is appreciated. Friday classes are morning only. There are no Friday courses during Summer Term. Put an X in all that apply.</i>		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 <b>ARE</b> available:						
Please indicate dates/times you <b>ARE NOT</b> available:						
Preferred location: <i>Indicate with an X.</i>	Present in-person from HASP classroom *	In-person AND live stream from HASP classroom (tech assistance provided)	Zoom from remote location**	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 you are presenting from the HASP classroom, 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.

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