**HASP COURSE PROPOSAL**

**Submitted by:** Click here to enter a name. **Term/Year:** Click here to enter term

**Date Submitted:** Click here to enter text **Revised:** Click here to enter date

**Applicable Subcommittee:** Click here to enter subcommittee name

**Coordinator(s):** Click here to enter name(s).

**Course Title:**  Click here to enter title.

**No. of Sessions:** Click to enter the No.

**Course Description**: *Describe the course in enough detail to enable committee review. If there are multiple sessions, summarize the focus of each session. Course Title, Description and Presenter info may be edited before publication in the Curriculum Catalog.)* *Click here to enter description.*

**Course Presenter(s):**  Click here to enter Name(s).

**Presenter(s) email address:** Click here to enter email.

**Presenter(s) Background:**

*Education, and Work Experience click here to enter background.*

**Preferred dates, days, AM or PM:**  (We would appreciate as much flexibility as you can allow.

Click here to enter Preferred Dates

**Dates, days, AM or PM Which Are NOT Possible**:

Click here to enter the Dates when you are unavailable.

**Class Size Restrictions**:  Classroom capacity is 80 people. Conference room capacity is 12 people. If you prefer fewer, please indicate.

**Maximum**: Click to enter max no.

If the course will not run unless a minimum number enroll, please indicate.

**Minimum:**   Click to enter min no.

**Will this course meet in location(s) other than the HASP classroom?**   Click here to enter Yes or No

If “yes,” please provide location details: Click to list other locations; include directions

**Will there be costs other than reproducing copies/handouts?**   Click here to enter text.

(Approval by a Curriculum Subject Area Subcommittee is required for additional costs.)

If “yes,” please explain: Click here to enter explanation.

**Please list any AV or other equipment or items that may be needed in addition to microphones.** Click here to enter Audio and Visual requirements.

**Classroom Set-Up**:  The classroom is set up with tables and chairs in rows. If there is a different setup required, please describe:  Click here to enter requirements.