



## Keene State College Division of Continuing Education Summer Course Proposal

**Summer Course Approval Process:** summer course planning should incorporate input from your department in order to provide students with a balanced schedule of program offerings and options. Proposals must be approved by your Department Chair/Coordinator prior to submitting to the Continuing Education/Summer Session Office.

**Enrollment Capacity:** summer enrollment is set at the same capacity established during the regular academic year. Adjustments must be approved by your Department Chair/Coordinator prior to submitting a course proposal.

**Name:** \_\_\_\_\_ **S.S.#** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Campus Extension:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**New Instructors:** please list your **date of birth** \_\_\_\_\_, attach a copy of your resume, and contact the Continuing Education office to complete the necessary employment forms to ensure timely processing of your contract.

**Course Information:** (one per proposal form please)

COURSE #	SECTION	CREDITS	COURSE TITLE
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### SCHEDULING • PLEASE INDICATE PROPOSED SCHEDULE

Term 1	Term 2	Term 3 (12 weeks)
<input type="checkbox"/> 6 weeks: 5/17-6/25	<input type="checkbox"/> 6 weeks: 6/28-8/6	<input type="checkbox"/> 5/17-8/6
<input type="checkbox"/> 4 weeks: 5/17-6/11	<input type="checkbox"/> 4 weeks: 6/28-7/23	

6 Weeks:	4 Weeks:
<p>4 days/week - MTWR</p> <p><input type="checkbox"/> 8:00 am - 10:10 am</p> <p><input type="checkbox"/> 10:30 am - 12:40 pm</p> <p><input type="checkbox"/> 1:00 pm - 3:10 pm</p> <p><input type="checkbox"/> 3:30pm - 5:40 pm</p> <p><input type="checkbox"/> 5:40 pm - 7:50 pm</p>	<p>2 days/week MW or TR (circle one)</p> <p><input type="checkbox"/> 8:00 am - 12:20 pm</p> <p><input type="checkbox"/> 1:00 pm - 5:20 pm</p> <p><input type="checkbox"/> 5:40 pm - 10:00 pm</p>
	<p>4 days/week – MTWR</p> <p><input type="checkbox"/> 9:00am - 12:30pm</p> <p><input type="checkbox"/> 1:00pm - 4:30pm</p> <p><input type="checkbox"/> 6:00pm - 9:30pm</p>

12 Weeks:	Summer Institutes	Weekend – 1 Credit
<p>Circle one:    MW    TR</p> <p><input type="checkbox"/> 8:00 am - 10:10 am</p> <p><input type="checkbox"/> 3:30 pm - 5:40 pm</p> <p><input type="checkbox"/> 10:30 am - 12:40 pm</p> <p><input type="checkbox"/> 1:00 pm - 3:10 pm</p> <p><input type="checkbox"/> 5:40 pm - 7:50pm</p>	<p>Start Date _____</p> <p>End Date _____</p> <p>Day(s) _____</p> <p>Times: _____</p>	<p>Friday 5:00 - 9:30 pm &amp; Saturday 8:30 am - 6:00 pm</p> <p>Start Date _____</p> <p>End Date _____</p>

Room Features/Equipment (Note: all media must be scheduled directly through the I.T. Help Desk at ext. 82532):

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**SEE OTHER SIDE**

