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| Course Proposal Form – EMAIL or PRINT |

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| Name: |  |
| Phone: | Email: |

## Please Indicate: SPRING FALL WINTER

## Course Title

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| Description  |  | | --- | |  |  Weekly Outline  |  | | --- | | 1 | | 2. | | 3. | | 4. | | 5. | | 6. | | 7. | | 8. |  Equipment Needs / Room Set Up PowerPoint / Screen  Flip Chart or White Board  Card Table  Microphone  VCR / TV  Lecture Style  Podium  Casual  Circle  Tables Handouts: Please keep to a minimum and provide one week in advancePreferred Hour 9:00  10:10  11:20  12:20  1:20  2:30  Any |

## Note

Complete and email to diane.ruppelt[@gmail.com](mailto:iriswgold@gmail.com) or

Print and send to Diane Ruppelt, 2603 Traymore Rd, University Heights, OH 44118