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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

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Weekly Outline

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| 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 [ ]  TablesHandouts: 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 or

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