

Fall/Winter

Classes held
Sept. 1st – Dec.20th



Spring

Classes held
Jan 15th – May 15th

Continuing Education & Professional Development

Please attach the following:

- Resume, bio, and qualifications
- Class syllabus
- Class description – minimum 3-4 sentences

Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Do you own your own business? Can we leave catalogs/promotional materials?

What other marketing ideas do you have? _____

Why would someone take your class? _____

What type of student is a good fit for this class? _____

Is this class targeted to a specific age group? If yes, what age? _____

Course Information

Submissions are accepted by creativity, audience and community need. We are looking for classes that are innovative and compliment both our current class offerings and the mission of UW-Colleges Continuing Education.

Course Title: _____

Beginning Date: _____

Ending Date: _____

Preferred Day of the Week: _____

Preferred No. of Classes _____ Total Hrs: _____

Start Time: _____

End Time: _____

Do you need any of the following Software/AV Equipment needs?

PowerPoint/Computer: DVD/CD: Overhead/Document camera Internet (WiFi) Access

Sound system Bringing your own equipment? If yes, what? _____

Is a text book required?: Yes: No: Other Supplies: _____

If yes, Author: _____ Title: _____

ISBN # (if available): _____ Cost per student for text/supplies: _____

Please indicate which campuses you would like to teach: UWM at Waukesha - UWM at Washington County

New instructors: an interview will be set up only for approved proposals. Starting wage is \$20/hour for classroom instruction. We have the flexibility to continually add classes to our offerings year-round that will be featured on our website.

Please submit Instructor Bio/Proposal Form by mail or email:

Mail: UWM at Waukesha Continuing Education, 1500 N. University Drive, Waukesha, WI 53188

Email: Continuing-ed@uwm.edu