

**Hudson Valley Community College
Office of Community & Professional Education**

**Guenther Enrollment Services Center, Room 252
80 Vandenburg Avenue
Troy, NY 12180
Phone: (518)-629-7339 Fax: (518)-629-8103
Email: communityed@hvcc.edu**

CREDIT FREE COURSE PROPOSAL

Thank you for your interest in teaching a non-credit course at Hudson Valley Community College. Please fill out this proposal form and mail, email or fax the completed form to the Office of Community and Professional Education.

Personal Information

Name: _____ Phone: _____

Street Address: _____ City, State, Zip: _____

Email Address: _____

Proposed Course Information

Course/workshop title: _____

Please provide a brief course description of the proposed course. This description could be used for marketing the course in our publications and on our web site. Course descriptions should be limited to 120 words or less. Descriptions may be edited for space and clarity.

Are there any prerequisites to participate in this program? If so please explain.

Special room/equipment needs (i.e. Computer Access, Tables and Chairs, Theatre, Fitness Room etc.) Please be specific.

List any materials, with estimated costs, students will be required to purchase.

Requested scheduling:

Number of session(s): _____ Hours Per Session _____

Class size: (minimum is generally 8-10 students)
Ideal class size: _____ Maximum class size: _____

Times: Please indicate the time and days of the week you would be available to offer this course.

Additional Comments

Please submit this form along with the Office of Community Education Employment Application which can be found at <https://www.hvcc.edu/communityed/application.pdf>.