**PLATO COURSE PROPOSAL**

Please contact Curriculum Course Planner, Kathy Brown ([kathytft@charter.net](http://kathytft@charter.net)) or Curriculum Chair, Kathie Burman (kburman@burmancoffee.com), with any questions. Completed forms can be sent to either at the same email address.

Proposed Title:

Coordinator(s):

Email & Phone Number(s):

Brief Description and Objectives:

Brief Description of Your Interest In and/or Experience With The Topic:

Equipment Needed by Coordinator:

Preferred Session: Please indicate one of the following sessions:

\_\_\_\_ Spring Courses begin in February (8-10 weeks)

\_\_\_\_ Summer courses begin in June (4-6 weeks)

\_\_\_\_ Fall Courses begin end of September (8-10 weeks)

\_\_\_­­­­\_ Winter Courses begin in January (4-6 weeks)

Preferred Day of The Week:

\_\_\_\_ Monday, \_\_\_\_\_ Tuesday, \_\_\_\_ Wednesday, \_\_\_\_\_Thursday, \_\_\_\_\_ Friday

Preferred Time of Day:

 \_\_\_\_\_Morning session (usually 10am-noon), \_\_\_\_\_Afternoon session (usually 1pm – 3 pm)

 Number of weeks\_\_\_\_\_

Meeting Format: Virtual\_\_\_ In-person \_\_\_\_ Hybrid \_\_\_\_\_

**For in person courses, please answer the following:**

Preferred Area of City for Meeting:

\_\_\_\_\_Downtown, \_\_\_\_Eastside, \_\_\_\_\_Westside, \_\_\_\_\_Northside, \_\_\_\_\_Southside

**For virtual courses, Kathy Brown will contact you to help set up a Google Meet account.**

SPECIAL NEEDS: Do you have a disability that the facility offering classroom space needs to know about? If so, please bring it to our attention now so that plans can be made for accommodation.

You will be contacted as soon as your course is approved.

Thank you for proposing your course.

 Revised: 8/23