**CREATIVE RETIREMENT INSTITUTE - COURSE ADOPTION FORM**

**QUARTER PROPOSED (FALL, WINTER, SPRING) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please carefully fill out **ALL** fields and send completed form to

**cri@edmonds.edu** **or carol.crawford@edmonds.edu**

***This section to be filled out by applying instructor:***

**Course Title** (50 Characters)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Email Address**\_\_\_\_\_\_\_\_\_\_**@**\_\_\_\_\_\_\_\_\_ **Phone Number**\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Phone**\_\_\_\_\_\_\_\_\_\_\_

*Most contact from CRI will be via email. Phone numbers may be used in urgent situations.*

Are you willing to teach Online if needed? [ ] **Yes** [ ] **No** Do you prefer to teach Online? [ ] **Yes** [ ] **No**

Preferred Day/Dates/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #Sessions\_\_\_\_\_ Hrs per Session\_\_\_\_\_

Day/Dates/Times **NOT** Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Limit Number of Students?: [ ]  Room Capacity [ ]  Limit # of Students to: \_\_\_\_\_\_\_\_\_\_\_\_

Handouts planned? [ ]  **Yes** *(For electronic files, send at least 2 days prior to expected distribution.)*  [ ]  **No**

*Most handouts are emailed to students as attachments or are linked from our server for large handouts. Please send electronic handout files to one of the email addresses above at least 2 days prior to distribution date requested.* *For hard copy distribution in classroom (max allowed 26 single side or 13 double sided) file must be received at least 1 week prior to distribution date requested.*

Equipment Request: [ ]  microphone[ ]  digital projector [ ]  ELMO Document Presenter [ ]  Laptop

[ ]  Internet connection [ ]  other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **No** equipment needed

|  |
| --- |
| *Honorarium: $50/hr for scheduled class time.**CRI office will contact instructors for payment details.*Please check box if you wish to be an unpaid volunteer instructor [ ] ***NOTE:*** *Per Edmonds College policy, all new instructors including volunteers are subject to a background check which involves providing your Social Security number to the Human Resources office.* |

Registration Course Description (1,000 Characters)

Instructor Background *(We will use your standard bio if one exists unless otherwise indicated below.)*

*Please note: Character limit for course descriptions in our online registration system is 1,000 characters. Instructor background information may be longer than 1,000 characters. Editing will be done by Edmonds College if required.*

***This section to be filled out by Curriculum Committee Contact:***

CRI Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_