



Merrymeeting Adult Education

**MERRYMEETING ADULT EDUCATION**

35 Republic Avenue, Topsham, Maine 04086  
729-7323

Email this form to: [MAEditor@gmail.com](mailto:MAEditor@gmail.com)

Please fill out each section of this form.

*Submitting a course proposal does not guarantee your class will be offered.*

**Course Proposal Form** Please check this box if any contact information has changed

1. Today's Date:

2. Course Title:

3. Instructor:

4. Address:

5. Home & Cell phone:

6. E-mail:

7. Current catalog description is OK, check here .....

8. New course description: Be specific, 30-50 words. Be creative!

9. Start DATE: first & second choice:

10. Number of WEEKS:

11. Day of the week:

12. Total Hours:

13. Time:  6:00 – 9:00  6:00 – 8:00  Other: \_\_\_\_\_

14. Maximum Enrollment (If less than 12, indicate rationale):

15. Required Text:

Publisher & Address:

I.S.B.N. or Catalog #

Estimated cost of text:

16. Do your students need a Material list? Circle one: YES NO

If YES include it with this form.

17. Special Audio/Visual Equipment Request:

18. Special Room Requirements and/or Comments:

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Before class starts email your syllabus to [mccaind@link75.org](mailto:mccaind@link75.org) so we have it on file. Thank-you!