

CLS

Course

Data

Form

Semester:

Course Title:		
No. of Sessions:		
Day of Week:		
Time:		
Course Organizer Name:		
Course Organizer Email:		
Course Organizer Cell Phone:		
Class Manager Name:		
Class Manager Email:		
Class Manager Cell Phone:		
No. of Presenters:		
Class Size Maximum <i>(note only if applicable) :</i>		
Course Description <i>(PLEASE Limit to 75 words max.):</i>		
Classroom Requirements: Does the presenter need tables, lights, A/V set-up, noise/sound issues? Note: We <u>CANNOT</u> guarantee a specific classroom!		
Please provide the following information for <u>each</u> presenter. If only one presenter, fill in only ONE section below.		

Week 1		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		
Presenter's Cell Phone:		
Presenter's E-Mail:		
Presenter's Mailing Address:		
Request Bio: Yes	No	
Week 2		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		
Presenter's Cell Phone:		
Presenter's E-Mail:		
Presenter's Mailing Address:		
Request Bio: Yes	No	

Week 3		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		
Presenter's Cell Phone:		
Presenter's E-Mail:		
Presenter's Mailing Address:		
Request Bio: Yes	No	
Week 4		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		
Presenter's Cell Phone:		
Presenter's E-Mail:		
Presenter's Mailing Address:		
Request Bio: Yes	No	
Week 5		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		
Presenter's Cell Phone:		
Presenter's E-Mail:		
Presenter's Mailing Address:		
Request Bio: Yes	No	
Week 6		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		
Presenter's Cell Phone:		
Presenter's E-Mail:		
Presenter's Mailing Address:		
Request Bio: Yes	No	
Week 7		
Class Date:		
Topic:		
Presenter Name:		
Presenter's Affiliation:		

Presenter's Cell Phone:	
Presenter's E-Mail:	
Presenter's Mailing Address:	
Request Bio: Yes	No
Week 8	
Class Date:	
Topic:	
Presenter Name:	
Presenter's Affiliation:	
Presenter's Cell Phone:	
Presenter's E-Mail:	
Presenter's Mailing Address:	
Request Bio: Yes	No

Audio-Visual (A/V) Equipment Available:

**Microphone(s) – Computer (Windows PC) – Document Camera – Multi-Media Projector
DVD/CD/VHS Player – Whiteboard – 35 mm Slide Projector – iPod Dock – Transparency Projector**

Computer Presentations:

Microsoft Office files (PowerPoint, Word, Excel, etc.) and other PC compatible files may be played directly from a flash drive. Apple-Mac files (e.g. Keynote presentations) ***must be in a PC-compatible format*** to play on CLS computers.

IMPORTANT: Please contact Leathem Mehaffey at (845) 471-6548 if this course will be using Apple-Mac software presentations or require special A/V equipment.

Email completed form to your Curriculum Chair and copy the Curriculum Vice President Leonard Turkenkopf, curriculumclsmarist@gmail.com. Do not email this form to the CLS office.

