



Merrymeeting Adult Education

**MERRYMEETING ADULT EDUCATION**

35 Republic Avenue, Topsham, Maine 04086  
729-7323

Email this form to: [adulted@link75.org](mailto:adulted@link75.org)  
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 [adulted@link75.org](mailto:adulted@link75.org) so we have it on file. Thank-you!