



MINNEAPOLIS
COMMUNITY & TECHNICAL
COLLEGE™

Call for Proposals – Course Proposal Form

Minneapolis Community & Technical College Continuing Education & Workforce Development
1501 Hennepin Avenue | Minneapolis, MN 55403
www.minneapolis.edu/continuinged
612.659.6500

The Continuing Education & Workforce Development department at Minneapolis College welcomes proposals for new noncredit course offerings. Proposals are accepted on a year-round basis, with specific semester deadlines as follows:

Fall semester (September – December): May 1
Spring semester (January – June): September 1

Name: _____ **Date:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email: _____ **Telephone:** _____

Course Title

Description

Special Course Materials/Supplies
(Handouts, books or other course supplies that will be necessary for your course)

Proposed Schedule

Day of week: _____ Start time: _____ End time: _____ # of sessions: _____ Max class size: _____

Submission Information

Please include a resume and class syllabus with your proposal.
Note: Courses for nursing CEUs must detail the skill components and the documentation process.

Submit to the address above, or by email to Continuing.Education@minneapolis.edu.