

Submitting a proposal does not guarantee that your course will be offered. Proposals will be reviewed and potential instructors will be contacted for an official interview. Lifelong Learning has the right to refuse proposals at their discretion



444 Green Street, Gardner, MA 01440-1000

*Division of Lifelong Learning
And Workforce Development*

Name: _____ Email address: _____

Address: _____ Telephone: _____

I do not wish to submit a proposal but please keep my name on file should a teaching opportunity arise:

(list topics)

NON-CREDIT PROPOSAL INFORMATION

Title: _____

Course Description *80 words or less* (may attach if necessary): _____

Who will benefit from this course? _____

Total Number of Hours: _____

Dates: _____

Day(s) of the week: _____

Time of class: _____

Materials required for the class: _____

Cost of materials (to be paid directly to instructor.): _____

Maximum Number of Students per section: _____

**Return to: Mount Wachusett Community College
Attn: Jeremiah Riordon, 444 Green Street, Gardner, MA 01440
Information may also be submitted via email to: jriordon@mwcc.mass.edu**

Candidates must also apply on-line at <https://jobs.mwcc.edu> and apply to the non-credit instructor pool. Applicants may email humanresources@mwcc.mass.edu or call (978) 630-9166 or (978) 630-9108 with any questions. MWCC is an EOE.