

September 23, 2019

Dear Prospective Facilitator:

It is time to plan for the RISE 2020 spring semester and we are now accepting course proposals. The spring semester will start on Monday, February 10 and end on Friday, April 24, 2020. There will be no classes from April 6 - 10.

Please click here to complete the online course proposal: <https://forms.gle/xebY6unpSoU9F3wT8>

To be considered for the spring semester, we must have your proposal by Friday, October 11, 2019. Early entries get a better pick of class times. If your course requires any facility different from our normal classrooms, please submit your proposal as soon as possible. Special room facilities take time to secure and last-minute entries cannot be considered.

Please specify any special equipment that you need for your course. All RISE classrooms on campus have full A/V equipment. Any courses that require water or tables will be scheduled at the Nashua Senior Center or other facilities off campus. Also, keep in mind that most rooms at the Senior Center do not have an overhead projector.

### **Proposal Guidelines**

- The deadline for submission of the spring 2020 course proposals is October 11, 2019.
- The RISE semester schedule reflects the needs and requests of all facilitators. Therefore, once a course has been scheduled for the brochure and is sent to Marketing, the day and time cannot be changed. A medical emergency is the only exception to this policy.
- If your course has new content, it is highly recommended you give it a new title. If you use the past course title, we will not be able to label it as "NEW."
- RISE reserves the right to select or reject courses based on the needs of the program and interests of its members, as well as availability of classroom space.
- RISE facilitators do not have a personal agenda or a platform for furthering personal beliefs.
- Businesses may not be promoted during any RISE session.
- All RISE facilitators who teach a class involving sports, exercise, or other physically-related activities need to be certified. Proof of certification is needed and required when submitting the Course Proposal.
- RISE facilitators who charge class participants a supply fee must submit receipts to the RISE office for the items purchased. The facilitator must return any collected unexpended funds to class participants by the end of the semester.

Please consider this your official notification of the opening of the spring 2020 filing period. If you have any questions, please call the RISE office at 603-897-8623 or e-mail [rise@rivier.edu](mailto:rise@rivier.edu). Or you may also contact the Curriculum Co-Chairs.

Thank you.

Sincerely,

RISE Curriculum Committee

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