



PUTNAM/NORTHERN WESTCHESTER BOCES  
HUDSON RIVER TEACHER CENTER

# *Guidelines to Submit a Course Proposal*

All proposals must be submitted through MyLearningPlan:

[Hudson River Teacher Center MLP course proposal form](#)

Information to be included:

Activity title

Essential question

Description

Maximum number of enrollment

Target audience to include grade levels and subject area

Location of proposed course

Number of meetings and dates, times

Total number of hours

Instructor contact information