



VSU Continuing Education Course Proposal Form

Instructions: Please fill out this form as completely as possible. Bear in mind that this is a draft course proposal. You will receive a follow-up call and/or email from the program coordinator in the Continuing Education Department to work out final details and arrangements. If you are proposing more than one class, please make additional copies of this form and complete one form for each class proposed. You must also include your resume when submitting a course/class proposal.

Instructor Name _____

Organization/Business _____

Department (if VSU Faculty/Staff) _____

Street Address _____

City/State/Zip _____ Email Address _____

Home/Cell Phone _____ Work Phone _____

Please check: Personal Enrichment Professional Development Learning in Retirement

1. Course Title _____

2. Course objectives/learning outcomes

3. Prerequisites (e.g. – music reading ability; basic computer skills; knowing certain dance steps, etc.)

4. What special experience or education qualifies you to teach the course you are proposing?

5. Materials/handouts/supplies (List textbooks or other supplies students will be expected to purchase; items that will be supplied by the instructor; approximate cost of each item to be paid by participant)

6. Course details

- a. Estimated total number of classroom hours needed _____
- b. Estimated number of sessions _____
- c. Estimated length of each session _____
- d. Preferred weekday evening _____
- e. Preferred times of sessions _____

(Example: 8 total hours, Tuesdays, 4 sessions, 2 hours each, 6 – 8 PM)

7. Equipment needed (laptop, projector, Internet, TV/DVD/VCR, PowerPoint remote, whiteboard/chalkboard, CD player, etc.)

8. Course format (lecture, demonstration, hands-on, group discussion, interactive, combination)
