**Course Proposal**

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| --- | --- |
| Name:  |       |
| Email: |       |
| Phone: |       | Mobile No. |       |
| Mailing Address:  |       |
| Date of Proposal:  |       |

**Course Title:**

**Proposed Course Format:**       sessions X       hours per session =       total course hours

**Course Description:** (Maximum of 150 words).

*Note: course descriptions may be edited for marketing purposes.)*

**Course Objectives:**

*List what students will learn and/or be able to do as a result of taking the course.*

**Potential Participants:**

*Describe who the course is designed for – who is likely to want to take this course, and why.*

*Are there any particular groups, types of organizations, etc. to whom the course should be promoted?*

**Outline of Class Sessions:** (Add additional sessions if needed)

*List the topics to be covered, and possible class activities (i.e. lecture, discussion, skill practice) for each session.*

Session #1:

Session #2:

Session #3:

**Anticipated Course Materials and Requirements:**

Is there a textbook(s) that you would like to use for the course? Yes[ ]  No [ ] 

If yes, provide the name and approximate cost of the text:

Would there be any additional “optional” textbook(s) and/or materials? Yes[ ]  No [ ] 

If yes, describe/list them:

Are there any supplies/materials that would need to be provided to students? Yes[ ]  No [ ] 

If yes, describe/list them:

Are there any supplies/materials that students must purchase? Yes[ ]  No [ ] 

If yes, describe/list them:

Are there any special facility requirements? Yes[ ]  No [ ] 

If yes, describe/list them:

Are there any computer software and hardware requirements? Yes[ ]  No [ ] 

If yes, describe/list them:

**Other:**

Please add any other important comments or details: