



Center for University Learning Course Proposal Form

Please Print

Name: _____ Date: _____

Address: _____
City: _____ State _____ Zip _____

Phone: Office/Work _____ Other: _____

FAX: _____ Email: _____

Check One:

Non-KSU Employee: You offer services/instruction/consulting in the subject area proposed for the course. If you have professional website, please list the URL:

KSU Employee

SUBJECT AREA

What is the subject area of this proposal?

TITLE

The course title is very important in promoting your course. The title should be intriguing, descriptive and succinct so it will gain the reader's attention as well as give some insight into the course content.

Proposed Title:

QUALIFICATIONS

Please submit resume or narrative describing your unique qualifications to teach this course. Feel free to submit other promotional materials.

SHORT BIO

Please submit a 4-5-sentence bio describing your experience and/or education. ***Please attach the description to this proposal.***

COURSE DESCRIPTION

The course description you develop is, along with the workshop title, the most effective method we have of promoting your workshop. The descriptions should be factual as well as written to promote interest in your offering. Please attach a short description (no more than 65 words) which will be used for the Learning Center catalog. ***Please attach the description to this proposal.***

PARTICIPANT LEARNING OBJECTIVES

What measurable skills or knowledge will the participant have upon successful completion of the workshop? In other words, what can a participant expect to gain from taking this workshop? Please provide four to six learning objectives by completing the phrase "Upon successful completion of the course the participant will be able to...." Each of the four to six phrases completing this sentence should begin with an action verb like "demonstrate," "describe," "list," "recite," "write," etc. These statements will be used in your participant evaluation forms. (Example: Upon successful completion of this course the participant will be able to list the five key elements of an effective resume.) You may attach an additional page if desired. ***Please attach Student Learning Outcomes to this proposal.***

COURSE LENGTH

Number of hours required to complete your proposed course: _____

COURSE FORMAT

If the course you are proposing is more than 3 hours in length, please indicate your desired format.

Note: Employees at KSU prefer classes that meet during the daytime and in short increments (3 hours or less). The course can meet one or more times. Sometimes a full-day course works as well.

- Partial day (morning)
- Partial day (afternoon)
- All day class (5-6 hours)
- I'm flexible
- Other (specify): _____

MINIMUM & MAXIMUM ENROLLMENT

List the minimum and maximum enrollment for your course.

____ Minimum ____ Maximum

Thank you for your interest in teaching for the Center for University Learning at Kennesaw State University! Please return this form to:

**Center for University Learning
Kennesaw State University
1000 Chastain Road. Box #3310
Kennesaw, GA 30144-5591**

