



PERSONAL & PROFESSIONAL LEARNING CLASS PROPOSAL FORM

By submitting this completed form, you agree that in order to maintain an ethical and impartial learning environment, you will not promote any specific product, service, or source in the classroom, nor solicit contact information from the students.

Proposal Prepared By:			
Biography: Please provide information on your background as it relates to the class you are proposing. Please also provide a résumé.			
Suggested Class Title:			
Prerequisite/Skills Required:			
Total Class Hours:			
Maximum Enrollment:			
Type of Supplies:			
Supply Fee: \$			
Class Highlights (We will use this to create a class description. If there is copy that should <i>not</i> be changed, please indicate.)			
Type of Classroom & Equipment Required			
Textbook(s):	Required <input type="checkbox"/>	Optional <input type="checkbox"/>	Handout Material <input type="checkbox"/>
Book Title, Author, Publisher			
Comments:			

TARGET AUDIENCE: This class is designed for whom?

COMPETITION: Where else is this class or a similar class being offered?

MARKETING SUGGESTIONS: Professional associations, specific publications etc.

COMPETENCIES: (These competencies must be related to class outline.)

Use numbers to list objectives & periods at the end of the objectives.

Example: *1. Demonstrate the basic functions of a computer.*

A successful student should be able to do the following at the end of this class:

LEARNING ACTIVITIES:

Use numbers to list activities & periods at the end of the activities. Example: *1. Lecture.*

The class will have the following distinct activities:

METHODS OF EVALUATION:

Use numbers to list evaluation methods & periods at the end of evaluation methods.

Example: *1. Class assignments.*

In addition to attendance and participation the following criteria may be used:

continued on next page

CLASS OUTLINE (Please indicate projected time devoted to each content area.)

Capitalize the first word of each division. Use Roman numerals with periods, then capital letters with periods, numbers with periods, and finally lowercase letters with periods if necessary. Please use lowercase hour abbreviation and decimal time notation.