

Continuing Education Unit (CEU) Course Proposal

Continuing Education is pleased to assist you with developing a successful course. The completion and thoroughness of this packet is the first step in assuring quality programming. Please contact CE if you have any questions, 509-963-1712 or CE@cwu.edu.

Organization Name:

Submission Date:

Instructor(s) Name(s):

Email:

Address:

Phone:

1. Course or Program Title:

2. Course or Program Description (35 words or fewer):

3. Requested Number of CEUs:

Note: Continuing Education Units, or CEUs, are used primarily by professional organizations and societies in conjunction with conference, workshops, seminars, etc. They are awarded to signify successful completion of a non-credit program or course intended to improve the knowledge and skills of working adults. No less than .3 CEUs can be offered. 1 CEU equals 10 hours of classroom instruction/project time. CEUs expire every 6 years.

4. Mode of Delivery: In-Person Online Hybrid Other (specify):

5. Projected Enrollment (min/max):

6. Proposed Date(s):

Time(s):

Location(s):

7. Intended Audience:

8. How will this course address an educational need and “benefit” the attendees? Please be specific in regards to knowledge or skill acquisition.

REQUIRED COURSE DOCUMENTATION:

1. LEARNER OUTCOMES, ACTIVITIES & ASSESSMENT

Please attach the learner outcomes & assessment form (see page 3 of this packet).

2. SYLLABUS

Please attach a course syllabus or use the template (see page 6 of this packet).

3. INSTRUCTOR RESUME

Please attach the instructor's resume.

4. VERIFICATION OF INSTRUCTION TIME

Please attach the schedule or agenda that verifies the amount of seat time.

Please note: Contact hours (CEUs, Clock Hours, and Professional Development Credit) are calculated by the actual seat time (not scheduled time). Meals (when there is no programming or speaker), travel, welcomes/introductions & any general housekeeping/administrative related topics will not be calculated towards seat time.

SUBMISSION PROCEDURE

Please email the proposal form and required documents in one packet to CE@cwu.edu

Your organization will be responsible for:

Upon completion of the program, please forward the following to CWU's Continuing Education office:

1. The CEU Registration Form completed by each participant and signed by instructor
2. Course or Program Evaluation Form*

**All CE programming requires a course evaluation form from each participant. Completed evaluation forms must be returned to CE at the end of each course or program. See page 6 for a copy of the Evaluation Form to be used.*

Learner Outcomes, Activities, & Assessment

(Form is on the back)

Verbs for Use in Writing Learner Outcomes

Knowledge (recall of information)	Comprehension (interpret information in one's own words)	Application (use knowledge or generalization in a new situation)	Analysis (break knowledge into parts and show relationships among parts)	Synthesis (bring parts together to form a whole; build relationships for new situations)	Evaluation (make judgments on basis of given criteria)
Define Arrange Duplicate Label List Match Memorize Name Order Recall Recognize Record Relate Repeat Reproduce State	Convert Describe Discuss Distinguish Estimate Explain Express Identify Indicate Locate Report Restate Recognize Select Sort Tell Translate	Apply Choose Compute Demonstrate Employ Extrapolate Illustrate Interpret Manage Modify Operate Practice Perform Predict Prepare Schedule Sketch Solve Use	Appraise Analyze Calculate Classify Compare Contrast Categorize Deduce Diagram Differentiate Distinguish Examine Experiment Inspect Inventory Outline Question Relate Solve Test	Arrange Assemble Collect Compose Construct Create Diagnose Design Formulate Generate Hypothesize Manage Organize Plan Prepare Propose Set up Summarize Synthesize Write	Appraise Argue Assess Attack Choose Criticize Decide Defend Evaluate Estimate Judge Justify Measure Predict Rate Revise Score Select Support Value

Example Learner Outcome for a CEU course:

The following sample is not all-inclusive; the reviewers are most interested in a progression of learner outcomes. Additionally, the reviewer wants to see a match between learner outcomes and assessments.

Learner Outcome What skills/knowledge will be acquired via the course?	Activity How will you teach the learner outcome?	Assessment Measurement of the learning achieved.
Construct meaningful rubrics to enhance student learning and showcase learning objectives.	Working in groups, students will assess and classify key learnings from a classroom unit and appropriately differentiate the benchmarks by creating a new rubric.	Completed rubric will be reviewed and evaluated by faculty mentor with a goal of 80% or better inclusion of required rubric components.

Course/Program Title: _____

Date: _____

Learner Outcome	Activity	Assessment

COURSE SYLLABUS TEMPLATE

Course Title:

Dates and Times of Course:

Instructor:

Quarter/Year:

Phone:

Email:

PREREQUISITES:

COURSE DESCRIPTION: *At least 35 words*

REQUIRED TEXT: *Be sure to include ISBN#*

ADDITIONAL RESOURCES: *For example articles, journals, video resources, etc.*

COURSE OBJECTIVES & ASSESSEMENTS:

At the end of the course, the student will be able to:

Learner Outcomes/Objectives	Assessments
1.	
2.	
3.	
4.	

COURSE REQUIREMENTS: *For example: Lecture, quizzes, research paper, final exams etc.*

Continuing Education Unit (CEU) Registration Form

Note: (1) CEUs are not academic credit and cannot be converted to university credits or used as such.
(2) One CEU is equivalent to ten (10) contract hours of participation.

Program Name	Date
Participating Organization	Location

Section 1: To be completed by student:

Name *Last* _____ *First* _____ *Middle* _____ *Former* _____

Address _____ City _____ State _____ Zip _____

Date of Birth: _____ SSN: _____ Phone #: _____

Are you a US Citizen: Yes No Gender: Male Female
If no, do you have a Permanent Resident/Green Card: Yes No

What country are you a citizen of? _____

Do you have a Bachelor's Degree? Yes No
Have you taken classes at CWU prior to September 1986? Yes No

Section 2: To be completed by program/course instructor:

Course Title	CEUs Awarded	Instructor Signature	Fee

Cost is \$35.00 per CEU
Plus \$3.50 registration fee.
Fee total: \$ _____

Total CEUs awarded: _____

Comments:

Section 3: To be completed by student

Method of Payment: Payment for CEUs must made by check or online via credit card. Please visit cwu.edu/ce or call 509-963-1712 complete your CEU payment.*
*REGISTRATION IS NOT COMPLETE WITHOUT PAYMENT.

I understand that submission of this form obligates me for full payment.

Signature	Date
-----------	------

Course Evaluation Form

Course Name: _____

Date: _____ **Instructor Name(s):** _____

Please indicate your degree of agreement with the following statements by circling the appropriate number. Please return to your instructor at the end of your course. Thank you.

Course Design/Content	Strongly Disagree		Strongly Agree	Not Applicable
1. This course provided me with the information I was seeking and has been helpful & informative.	1	2	3 4	N/A
2. The instructor demonstrated thorough knowledge of the subject matter.	1	2	3 4	N/A
3. The amount of instructional material for the course was appropriate for the time allotted.	1	2	3 4	N/A
4. The instructor's presentation of the materials was organized and understandable (e.g. clear speech, good volume, even pace).	1	2	3 4	N/A
5. The written materials were appropriate for the course.	1	2	3 4	N/A
6. This course provided me with practical applications to use in my work.	1	2	3 4	N/A
7. The classroom atmosphere has been conducive to asking questions.	1	2	3 4	N/A
8. The course content was as advertised. If not, please explain in the comments below.	1	2	3 4	N/A
9. Overall, I was extremely satisfied with the course.	1	2	3 4	N/A

Please add any additional comments below regarding your evaluation of this course:

We value your feedback!