Clock Hour 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 Clock Hours:**

   Note: Clock Hours were created by the Washington State Office of Superintendent of Public Instruction (OSPI) for certificated teachers to use for certification renewal and salary schedule. 1 hour of instruction is equal to 1 clock hour. A minimum of 1 contact hour is required when offering a course with CE. Clock hours expire after 7 years. We charge $4.00 per clock hour. With a minimum charge of $15.00.

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.*

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REQUIRED COURSE DOCUMENTATION:

1. LEARNER OUTCOMES, ACTIVITIES & ASSESSMENT
Please attach the learner outcomes & assessment form.

2. SYLLABUS
Please attach a course syllabus.

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.

5. *Please sign and attach the last page of CE Instructor Handbook (can be found on CE website under the "propose a course" tab)*

SUBMISSION PROCEDURE
Please email the proposal form and required documents in one packet to [ce@cwu.edu.](mailto: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 completed Clock Hour Attendance Roster

2. Clock Hour Registration Form

3. 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.

Learner outcomes, activities, & assessment

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	Convert	Apply	Appraise	Arrange	Appraise
Arrange	Describe	Choose	Analyze	Assemble	Argue
Duplicate	Discuss	Compute	Calculate	Collect	Assess
Label	Distinguish	Demonstrate	Classify	Compose	Attack
List	Estimate	Employ	Compare	Construct	Choose
Match	Explain	Extrapolate	Contrast	Create	Criticize
Memorize	Express	Illustrate	Categorize	Diagnose	Decide
Name	Identify	Interpret	Deduce	Design	Defend
Order	Indicate	Manage	Diagram	Formulate	Evaluate
Recall	Locate	Modify	Differentiate	Generate	Estimate
Recognize	Report	Operate	Distinguish	Hypothesize	Judge
Record	Restate	Practice	Examine	Manage	Justify
Relate	Recognize	Perform	Experiment	Organize	Measure
Repeat	Select	Predict	Inspect	Plan	Predict
Reproduce	Sort	Prepare	Inventory	Prepare	Rate
State	Tell	Schedule	Outline	Propose	Revise
	Translate	Sketch	Question	Set up	Score
		Solve	Relate	Summarize	Select
		Use	Solve	Synthesize	Support
			Test	Write	Value

Example Learner Outcome for a Clock Hour 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