

# Non-Credit 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.

**Name:**

**Submission Date:**

**Instructor(s) Name(s):**

**Email:**

**Address:**

**Phone:**

1. **Course or Program Title:** \_\_\_\_\_

2. **Course or Program Description:** *Describe, in 3-4 sentences, the essence of your course. This may be used to publicize the course.*

3. **Are you currently an employee of CWU?**      Yes      No

4. **At which CWU location would like to teach this course?** \_\_\_\_\_

5. **Are you already offering this class in the community?**

6. **Proposed Quarters(s):**      Summer      Fall      Winter      Spring

7. **Course length:** *Please describe the number of days, weeks etc.*

8. **Total number of sessions:** \_\_\_\_\_

9. **Hours for each class session:** \_\_\_\_\_

10. **Preferred Time?**      Day      Evening      **Time:** \_\_\_\_\_

11. **Preferred Day(s):**

12. **Class Size (minimum/maximum amount of students):** \_\_\_\_\_
13. **Age/Target Audience:**
14. **Course topics:** *For each class session planned, please list the major topics to be discussed.*
15. **Students can expect to learn the following:** *Include the skills and/or knowledge to be taught/learned.*
16. **What are your classroom needs?** *Please list any required equipment, type of classroom space, audio-visual materials, transportation or other needs your course may require.*
17. **Proposed Compensation:** *Please provide the amount of compensation you would like to receive for instruction of this course. This can be an hourly rate or a lump sum payment. This will be used to develop a budget for the course and can be negotiated or changed as needed. Please provide a starting point and do not leave this section blank or list "TBD".*
18. **Brief Instructor Biography:** *2-3 sentences on specific experiences that prepare you for teaching this class.*
19. **Marketing:** *Please list any marketing resources you plan to utilize. And where would you like to see this course marketed*

## REQUIRED COURSE DOCUMENTATION:

### 1. Instructor Resume

Please attach the instructor's resume.

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

### 3. Additional Materials

Please attach any additional materials regarding your course proposal. For example: Supply/material list, learning objectives, syllabus, photos – one of the instructor and any photos to promote the course, etc.

### 4. Syllabus

Please attach a course syllabus.

5. If applicable, please provide an itemized supply list for your course.

## SUBMISSION PROCEDURE

Please email the proposal form and required documents in one packet to [CE@cwu.edu](mailto:CE@cwu.edu)

Please note, 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. It is your responsibility to distribute and collect the CE Course Evaluation Form. 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

<b>Knowledge</b> (recall of information)	<b>Comprehension</b> (interpret information in one's own words)	<b>Application</b> (use knowledge or generalization in a new situation)	<b>Analysis</b> (break knowledge into parts and show relationships among parts)	<b>Synthesis</b> (bring parts together to form a whole; build relationships for new situations)	<b>Evaluation</b> (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 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.

<b>Learner Outcome</b> What skills/knowledge will be acquired via the course?	<b>Activity</b> How will you teach the learner outcome?	<b>Assessment</b> 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 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

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

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***We value your feedback!***