# Professional Development 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.

**Organization Name:**                                                                 **Submission Date:**

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

**Address:**                                                                                   **Phone:**

1. **Course or Program Title & Short Title (30 character minimum including spaces)**

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

3. **Requested Number of Professional Development Credits (1-5):**

   Note: Professional Development Credit (PDC) can be provided for a 500-level numbered course approved by CWU Faculty Senate Curriculum Committee. 1-5 credits can be offered. 1 credit equals 10 hours of classroom instruction/project time. Curriculum must be renewed every 5 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.*

9. **Class Size (minimum/maximum amount of students):** _____

10. **Age/Target Audience:**

11. **Course topics:** *For each class session planned, please list the major topics to be discussed.*

12. **Students can expect to learn the following***: Include the skills and/or knowledge to be taught/learned.*

13. **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.*

14. **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".*

15. **Brief Instructor Biography:** *2-3 sentences on specific experiences that prepare you for teaching this class.*

16. **Marketing:** *Please list any marketing resources you plan to utilize. And where would you like to see this course marketed*

## 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.*

### 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.*
*<u>Please note:</u> 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 cannot 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)*

6. *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)

### Your organization will be responsible for:

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

1. Course or Program Registration Form

2. Course or Program Evaluation Form

3. Course or Program Roster

4. Student Grades in Satisfactory (S) or Unsatisfactory (U) format (must be signed by instructor)

*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

(Form is on the back)

## Verbs for Use in Writing Learner Outcomes

500-Level Credit Courses should utilize higher level outcomes: Analysis, Synthesis, and Evaluation.

| 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 course:

The following sample is not all-inclusive; the Curriculum Committee is most interested in a progression of learner outcomes.  Additionally, the Curriculum Committee 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 |
|---|---|---|
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