



NEW COURSE PROPOSAL FORM – NON CREDIT

Western State Colorado University Extended Studies
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*The mission of Western State Colorado University Extended Studies is to increase
Western's educational opportunities for life-long learning.*

COURSE INFORMATION

Proposed Course Title: _____ **Date Submitted:** ____/____/____

Instructor: _____

Class meetings: The instructor determines the amount of time required for a course based on what the instructor feels is needed to learn the subject matter.

Total hours the class will meet: _____

Start and end date of class: Start ____/____/____ End ____/____/____

Day(s) of the week class will meet: _____

Time class will meet: Start _____ End _____

Course Description: Please provide a brief summary of your proposed class that will entice participants to enroll. Write using third person and complete sentences.

Course Objectives: Provide a minimum of two objectives and a maximum of ten.
At the end of this course the student will be able to:

Class Schedule/Syllabus (Please attach a syllabus for your class.)

Day	Topic	Activities
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TEXTBOOK/MATERIALS INFORMATION

Will you be providing handouts or other materials to the students? ☐ Yes ☐ No

Required Text: _____ Cost of the required text? _____

Where can students find the required text? _____

COURSE EXPECTATIONS

Expectations for course participants: (There is no grade involved for noncredit courses; however, if you expect students to do certain homework, please list below.)

LOGISTICS INFORMATION

Is there a materials fee for the course? This is an amount needed to cover classroom materials, supplies, permits, etc., required to teach the course, not including tuition charges or instructor wages. THIS IS NOT THE AMOUNT CHARGED FOR THE CLASS. Extended Studies will set the course fee. Materials fee: _____

Minimum number of students you will accept to teach this course? _____ Maximum? _____

Is there a liability risk involved in this course? ☐ Yes ☐ No

BUILDING/ROOM PREFERENCE

If known, building and room # that you prefer: _____

All classrooms are equipped with technology for instructors to use, such as computer, Internet access, projector screen, and overhead. Please list other needs you have for your classroom:

TRANSPORTATION

I need a van for my course. ☐ Yes ☐ No The cost of the van will be built into the price of your class. You will need to attend a brief training with Facility Services in order to drive a Western vehicle. The vans are 15 passenger capacity. If you marked "Yes", please fill out van request details:

Yes, I need ____ van(s) for my course.

Pickup time: _____ Pickup date: ____/____/____

Return time: _____ Return date: ____/____/____

INSTRUCTOR INFORMATION (please print or type)

Instructor Name: _____ Western ID or SS#: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Phone: (____) ____ - _____

Please submit your resume, transcripts and/or any certifications with this proposal.