

Troy University
Continuing Education Center
Dothan Campus

New Course Proposal Form

Name of Class:		
Name of Presenter:		
Presenter's Mailing Address:		
Telephone: (home)	(cell)	(work)
Email:		
Occupation:		
Salary Expectation:		
Estimated number of instructional/contact hours:		
Proposed date(s) of class (please avoid holidays and holiday weekends)		
Day(s) of the week (circle)	M T W Th F S	Proposed Time:
Preferred Location:		
Classroom requirements (projector, screen, tables, etc.):		
Proposed fee to Student:		
Materials fees (paid directly by students to instructor. Please be specific regarding the supplies and tools that need to be purchased by students inside and/or outside of class):		
Maximum number of students:		
Minimum number of students:		
Outline of information to be covered (course content): May be submitted as attachment.		
Class/Seminar Objectives: May be submitted as attachment.		
Materials required to teach the class:		

Instructional Methodology: How will the course be taught?, i.e. lecture, hands-on, powerpoint.
Demand: (Why do you think there is a need in this area for this type of class, workshop or seminar?)
Competition: (Have you seen this type of course offered at other places? Where and by whom?)
Experience and level of education completed: (Have you taught this subject before? Where? Were you happy with the results?) Please also include a general resume as an attachment.
Promotional paragraph suitable for publication: (to be used in the printed schedule, website and a possible newspaper press release).
Provide two references: 1. Name/Relationship Phone: 2. Name/Relationship Phone:

MINIMUM REQUIREMENTS

A community education class is one in which a class meets the following requirements:

1. Is designed for the physical, mental, moral, economic, career or civic development of persons enrolled.
2. Provides subject matter content, resource materials, and teaching methods which the Continuing Education Center deems appropriate for the enrolled students.
3. Is open to all members of the community.
4. Is not intended for the promotion of the instructor and/or his/her business interests.
5. Must potentially attract enough participants that the tuition charged will cover all costs associated with offering the class.

Your proposal to present a class through the Continuing Education Center will be considered complete when the following items are received:

- The completed proposal form.
- Your resume.
- A detailed outline of the contents of your program.
- A copy of the student materials.
- Two references.

Completed form and information may be returned by mail or in person to:

Continuing Education Center
ATTN: Course Proposal
P.O. Box 8368
Dothan, AL 36304

Physical location: 501 University Drive, Adams Hall, Room 200

Completed course proposal forms will be considered on a first come basis. Completing this form does not guarantee an opportunity to instruct a class.