

New Continuing Education Course Proposal Form

Proposed Course Title:

Course Description & General Information (specifically regarding the subject matter of the course):

Course Learning Objectives:

Course Learning Outcomes:

Course Syllabus or Outline:

Required materials and/or textbooks needed for the course & estimated costs per item:

Total proposed course hours (duration of class & total instructional hours):

Proposed frequency or number of course offerings over a 12 month period:

New Continuing Education Course Proposal Form

Delivery method (Face-to-Face, Online, Blended)?

Proposed location if offered face-to-face:

- Athens (main campus)
- Gwinnett Campus
- Other location:

Proposed start date:

Proposed course fee:

Who is the course specifically designed for?

Why does the target audience need/want this course?

What other groups could this course benefit?

Is there an existing industry or associations that could provide support for a course of this nature?

New Continuing Education Course Proposal Form

Are there existing community training opportunities that can act as “feeder” programs into this course?

List any competitors selling/offering similar courses – by location

Include anything else that will help with feasibility decisions (i.e., research, niche opportunities, UGA faculty involvement, international program opportunities, marketing/promotion info, funding resources, etc.)

Instructor / Subject Matter Expert (SME) Background Info (Bio, Resume, etc.):

Instructor fee and expenses:

Professional References:

Please provide the following information of two individuals who have recent knowledge (within the last 3 years) of your subject matter expertise and teaching abilities. No relatives may be listed.

Reference 1

Name:

Address (street address, city, state, zip code):

Phone (with area code):

E-mail:

New Continuing Education Course Proposal Form

Reference 2

Name:

Address (street address, city, state, zipcode):

Phone (with area code):

E-mail:

Once the application and professional references are reviewed by the department of Professional & Personal Development, you will be contacted if your proposal is selected for potential offering. An applicant's instructional services may also be contingent upon required UGA background investigation policy. **The University of Georgia Center for Continuing Education reserves the right to approve only those instructor applications / program proposals that meet UGA and departmental strategic program goals, criteria, and guidelines.**

Date Application Sent:

Please make a copy of this document for your files prior to submission, and send to:

Drew Palmer

Assistant Director of Continuing Education

University of Georgia Center for Continuing Education & Hotel

Email: Drew.Palmer@georgiacenter.uga.edu