

## New Continuing Education Course Proposal Form

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**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:**

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**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?**

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**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:

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### Reference 2

Name:

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

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:*

**Kim Hutto**

University of Georgia Center for Continuing Education & Hotel

Email: [kim.hutto@georgiacenter.uga.edu](mailto:kim.hutto@georgiacenter.uga.edu)