

# **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:



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

Proposed location if offered face-to-face:
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?



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:



## 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 thisdocument 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