

Non-Credit Instructional Proposal

Instructional proposals which feature innovative ideas for classes, workshops, training, and other educational experiences for professional development are welcome at any time; however, to allow adequate time for proposal review and inclusion in the printed schedule, approximate deadlines for submission are listed below. Proposals received after these dates may require other methods of marketing and are welcome anytime.

Spring Semester October 1 • Summer Semester February 10 • Fall Semester May 1

Review Process

Submission of a proposal is not a guarantee of course development. CVCC has the right to refuse proposals at any time. Your proposal will be reviewed within a month of its receipt. If it is determined that your course fits the professional development needs of our community, the following steps will occur:

- Description and student learning objectives will be edited, and you will be sent an email with follow -up questions and a draft of the edited description and objectives
- You will review the questions and draft & and send your answers and any new changes to the description and objectives
- An informal, face-to-face meeting will be scheduled to discuss your proposal
- You will be sent a final confirmation
- A "new instructor orientation" meeting will be scheduled. You will become familiar with the policies, procedures, and forms that will make your teaching experience a successful one.

Non-Credit Instructional Proposal Information

Please fill out the attached form and return with a current resume to:

Catawba Valley Community College Attention: Susan Blake Director, Business and Technology Training Workforce Development Innovation Center School of Business, Industry and Technology 2550 Highway 70, SE Hickory, NC 28602 (828) 327-7000, ext. 4330 Fax: (828) 322-5455 Information may also be submitted via email to <u>sblake@cvcc.edu</u>

For Office Use Only

Date proposal received	Accepted for potential development
Date reviewed	Eligible for CEU's?

Date responded to applicant _____

Non-Credit Proposal Please thoroughly complete each section. Use a separate form for each individual class proposal.

Name
Email Address
Address
City, Sate, Zip
Phone Number(s)
Proposed Course Title
Course Description (80 words or less, may attach if necessary)
Target Audience
Total number of hours or number of sessions you would recommend to cover the skill/topic
Recommended day(s) of the week
Recommended time of class (morning, afternoon, night, all day, specific times, ect.)
Materials that would be required for the class
Approximate cost of materials if to be purchased by College or if a supply fee will need to be set
Recommended number of students
Indicate any special room facilities needed (subject to availability)
Indicate any A/V equipment needed (subject to availability)
Learning Objectives List skills, abilities, and/or knowledge students will gain by taking this course. What will they learn to do?

Outline

Describe each major topic/competency to be covered in the course. Ideally, topics will be broken down into subtopics under each major heading. Contact hours should be assigned to topic headings.



Describe the ways in which the students will demonstrate that they have achieved the learning outcomes. Demonstrations may be done in different ways such as questions and answers, discussions, summaries, case studies, hands-on exercises, etc.

Instructor Bio

Please provide a 3-4 sentence bio describing your skills, experience, and education that uniquely qualifies you to teach this course. This may be published in a "Meet Your Instructor" section of our brochure.

Please remember to include a copy of your current resume when submitting this form.