



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 & 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 sblake@cvcc.edu

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, State, 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?
