



University of Louisiana at Monroe

Division of Continuing Education

Learning Opportunities for a Lifetime!

Non-Credit Program Proposal / Approval Form

Course Type:

- Free Forum (1 Time- Instructor Not Paid) Short Course (Instructor Paid)
- Other: _____

Title of Course: _____

Brief Description (to be used for advertising): _____

_____ Over See Attached

Target Audience (Who is the market for this class?): _____

Do you have a mailing list for promotional materials? *Yes No *If yes, please attach.

Level of Course: Beginning Intermediate Advanced

Are there prerequisites for the class? Yes No If yes, please list: _____

Format: Lecture Discussion Hands-On Other

Anticipated Number of Participants: Maximum _____

Proposed Dates & Times: Begin Date: _____ End Date: _____ Days: _____
 Begin Time: _____ End Time: _____

Total Clock Hours of Instruction: ____ **Will CEU's be awarded?** ____ **If so, how many?** ____

Suggested Fee for Participants: \$ _____

Textbook (list the title, author, publisher, and ISBN number): _____

Photocopies Needed (list number per person): _____

Other Supplies (list supplies needed per person): _____
 _____ Over See Attached

Equipment Needed (What equipment will you need for the class? Is that equipment available to you? If not, do you want LSUS Continuing Education to arrange for the equipment?) _____

Preferred Location (Do you have any special room requirements? If so, please give the requirements along with a recommended room number.): _____

Evaluation Procedure (The standard procedure is a student evaluation of the course. If you have additional requirements, please explain.): _____

- **Agenda-** Attach a detailed description or outline of the course. This should include course name, goals, objectives, topical outline. (Please list at least 10 things participants will learn from your course.)
- **Qualifications-** Adjunct, part-time faculty, and community instructors should attach recent resume'.

Instructor Info (Please Print): Please publish my information for students? Yes No

Instructor's Name:	Home Phone:
Address:	Work Phone:
City, State, Zip:	Fax Work:
Social Security Number:	Email: