Course Proposal Form

Thank you for your interest in teaching at Mercer County College's Center for Continuing Studies (CCS). Our goal is to expand our reach into the community by adding to the extensive offerings of more than 100 courses across the spectrum from personal interest topics to highly specialized industry training classes.

CCS accepts proposals for new noncredit course offerings on a year-round basis, with specific semester deadlines as follows: Fall Semester - March 15 | Spring Semester - July 15 | Summer Semester - November 15

Instructions: Please complete this form for **each** course you wish to teach. This form helps clarify details of your course proposal. If you have a particular preference for course dates, indicate so. If your dates are flxible, list preferred day of the week and month(s). Throughout this form you will find additional instructions for submitting a copy of your resume, portfolio, and coursework. The completed form and any additional support materials should be submitted to **raoj@mccc.edu.** We will contact you to confirm dates and times when your course is approved.

_____ Date

PERSONAL INFORMATION

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ ❏Home   ❏Cell   ❏Work   ❏Other

Secondary Phone Number: _____ ❏Home   ❏ Cell   ❏ Work   ❏Other

Email Address: _____

Have you previously taught for CCS?   ❏Yes   ❏No

NOTE: Please attached a copy of your professional resume and portfolio or pictures of work to your application via email.

BIO:
Please write a brief (no more than 200 words) biography that describes your professional qualifications as it relates to this course:

COURSE INFORMATION

Proposed Title: _____

Estimated number of sessions: _____ Estimated total number of hours: _____

Start Date: _____ End Date: _____

Time(s) proposed (please be specific as to a.m. or p.m.): _____

Target Audience: _____ Maximum number of students: _____

NOTE: Please be prepared to provide a 10 minute demonstration of your class.

COURSE DESCRIPTION:

Please write a brief (no more than 250 words) description of your proposed course. What makes this course unique
CCS reserves the right to edit or modify descriptions for publication and promotional purposes.

OBJECTIVES:

Upon completion of this course, participants will be able to (a separate sheet may be attached, if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____

TOPICAL OUTLINE:

Identify the main topics and sub-topics for each class session; include the estimated alloted time for each topic (a separate sheet may be attached, if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____

SUPPLIES NEEDED FOR STUDENTS

Please make a note of any materials or equipment that the students should have prior to the start of class (i.e. USB flash drive, Internet access, musical instrument, sketch book and pencils, stethoscope)

TEXTBOOK AND TECHNOLOGY REQUIREMENTS

Book Title: _____

Author: _____

Publisher: _____

Publisher Phone Number (if known): _____

Edition: _____ ISBN Number: _____ Cost (if known): _____

❑Required   ❑Recommended

(Please make a note in the NOTES section if additional textbooks are required)

Please identify any technology needs: _____

_____

Please identify the type of room you will need:

❑Computer Lab   ❑Traditional Classroom (with white board)   ❑Other

SUBMISSION CHECKLIST:

❑ Course Proposal Form
❑ Resume
❑ Portfolio and/or photos of work
❑ Copies of all handouts, exercises, projects, assignments, quizzes, grading criteria, and any other assessment tools.

NOTES: