

PROGRAM PROPOSAL GUIDELINES

Please include the following information in your program proposal:

A. Purpose

1. Educational issue/problem
2. Justification for course
 - a. Learners will gain some new knowledge
 - b. Learners will gain some new skill

B. Chartering Agency

1. Qualifications

C. Audience

1. Describe the learners and enrollment restrictions
 - a. Prerequisite (if any)
2. Evidence of market demand
 - a. Competitive programs that have proven successful
 - b. Employment demands/projected growth of the field

D. Instructor

1. Qualification (attached resume)

E. Content

1. Title
2. Descriptive narrative (general description of course content)
3. Course makes appropriate use of applied or theoretical research in the specified field
4. Learning objectives: What student outcomes are expected
 - a. Time needed to accomplish intent as specified in number of units
5. Topics
 - a. List the sequence of topics
6. Instructional Plan
 - a. Mode of instruction (lecture/discussion, group learning, hands-on, discovery, role play, etc.)
 - b. Learning exercises required for:
 - i. Noncredit (CEUs)
 - a. Course provides training and instruction on a particular topic (out-of-class assignments as appropriate)
 - ii. Upper-division (800–849)
 - a. Course has out-of-class assignments which apply knowledge taught in course
 - iii. Graduate (850–899)
 - a. Course has out-of-class assignments which apply knowledge taught in course
 - b. Course has out-of-class assignments which investigate the existing knowledge base in the specified field
 - c. At least one assignment is required of students that uses applied or theoretical research in the specified field
 - iv. Materials (books, media)

F. Evaluation

1. Standard
 - a. Criteria for evaluation of students for assigning of grades is clearly specified (grading pattern: letter grade, credit/non-credit)
2. Instruments and Methods
 - a. Describe the instrument and/or method
 - b. How will the instrument and/or method demonstrate achievement?