



VSU Continuing Education Course Proposal Form

Instructions: *Please fill out this form as completely as possible. Bear in mind that this is a draft course proposal. You will receive a follow-up call and/or email from a program coordinator in the Continuing Education Department to work out final details and arrangements. If you are proposing more than one class, please make additional copies of this form and complete one form for each class proposed. You must also include your resume when submitting a course/class proposal.*

Instructor Name _____

Organization/Business _____

Department (if VSU Faculty/Staff) _____

Street Address _____

City/State/Zip _____ Email Address _____

Home/Cell Phone _____ Work Phone _____

Program: ___ Personal Enrichment ___ Professional Development ___ Learning in Retirement (volunteer)

1. Course Title _____

2. Course objectives/learning outcomes

3. Prerequisites (e.g. – music reading ability; basic computer skills; knowing certain dance steps, etc.)

4. What special experience or education qualifies you to teach the course you are proposing?

(Please return completed form to Continuing Education through Campus Mail, Attention: Sue Bailey)