



CENTRAL WASHINGTON UNIVERSITY

Your future is Central.

New Course Proposal Form

So you have a great course idea?

The Office of Continuing Education is interested in learning more about the course or program that you want to develop and teach. In order for us to evaluate your idea and credentials, please provide the following information.

Note: An electronic version of this form is available at www.cwuce.org/conted/forms/courseproposalform.pdf

STEP 1 > Provide Your Contact Information:

Name:

Date:

Address:

E-Mail:

City:

Phone:

State:

Phone:

Zip:

STEP 2 > Provide Your Resume:

- Please attach a resume that describes your education, work history, and/or background relevant to your proposed course or program.

STEP 3 > Describe Your Audience:

- Who is your intended audience?

- From what geographic area is your audience most likely to come? (Example: Ellensburg, King County, statewide)
- What evidence do you have of a demand for this type of course or program?
- How can we reach your intended audience? In other words, what is the best way to advertise or spread the word about this course or program to your intended audience?

STEP 4 > Describe Your Course or Program:

- What is the course title?
- What is the overall topic?
- Have you taught this class before? If yes, where/when:
- Attach an outline of the course content.
- What dates/times would you suggest?

- Are you available to teach at other times? If yes, when?
- How many sessions will be required?
- How long should each session be?
- What cities/location(s) would you suggest?
- What would be the maximum number of students you could accommodate?
- What price do you think your intended audience would be willing to pay?
- What special equipment or software would you require?
- What special equipment or software would your students need?

- What can you tell us about the success of other similar courses or programs and their locations?
- What compensation would you require to teach this course or program?
- Would payment be directed to you (instructor), an organization, or company? If the later, provide its name and Federal Tax ID number.

STEP 5 > Send this completed form and attachments (resume and course outline) to:

Office of Continuing Education
Central Washington University
400 East University Way
Ellensburg, WA 98926-7433