



Course Proposal Form

Please visit our website at www.du.edu/professional to explore the courses currently being offered. To propose a novel course, please submit a completed course proposal form and all supporting materials to cpd@du.edu Contact us at cpd@du.edu/206-934-3705 for any questions

Name: _____ Date: _____

Company/Organization: _____ Position: _____

Phone: _____ E-Mail: _____

Course Information

Proposed Course Title: _____

Target Audiences: _____

Preferred Class Size: ___ 5-15 ___ 15-25 ___ 25-50 ___ 50-75 ___ 75-100 ___ 100+

Preferred Class Format: Lunch & Learn _____ One Time Seminar/Lecture _____ Multiple Day Workshop _____ Multiple Week Course _____

Preferred Class Day and Time: _____

Number of Sessions: _____ Hours per Session: _____ Total Course Hours: _____

Classroom and/or Technology Requirements: _____

Student Supplies (include cost per student): _____

Tell us about your course:

Proposed Learning Objectives:

Instructor Information

Availability (check all that apply): Days _____ Evenings _____ Weekdays _____ Weekends _____ Year Round _____ OR Summer _____ Fall _____ Winter _____ Spring _____

Expertise Related to this Course: _____

Other courses you are interested in teaching: _____

Please include the following supporting materials:

One Page Course Outline

- Include 3-5 Student Learning Objectives
- Outline proposed course schedule including any breaks or meals

Instructor Biography – 150 words or less

Instructor Resume or Curriculum Vitae

