



# ONLINE PROPOSAL

Extended Education • 1801 E. Cotati Ave • Rohnert Park • CA 94928 (707) 664-2394  
Stevenson Hall Room 1012 • Barbara Brooks, Special Sessions Coordinator • (707) 664-2691

*Please fill out online and submit and send a signed version to the above address.*

**Course Information**    New    Repeat   Subject\_\_\_\_\_   Catalog#\_\_\_\_\_   Section\_\_\_\_\_

Program: \_\_\_\_\_

Department Course Title: \_\_\_\_\_

Additional special studies information relevant to description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Required. Instructor qualifications to submit a proposal:

To qualify for an online development grant you must be an SSU probationary, tenured or temporary faculty with 3 year contracts.

## Instructor Data

Name of instructor \_\_\_\_\_ Empl ID#: \_\_\_\_\_

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Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (     ) \_\_\_\_\_ Work Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Highest academic degree: \_\_\_\_\_ Faculty Rank: \_\_\_\_\_

Job title and name of present employer: \_\_\_\_\_

Brief narrative biography of instructor(s) for catalog: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Non-SSU Tenure Faculty—Please attach a current resume \_\_\_\_\_

## Scheduling Information

Proposed online course dates: \_\_\_\_\_

Enrollment Limit: \_\_\_\_\_

Number of units: \_\_\_\_\_

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## Supporting Information

The following items must be submitted with a course proposal form before your class can be considered. Please submit the following items on additional pieces of paper:

- 1) Course description for catalog. A short, interesting paragraph describing the purpose, topics and audience for your course. Strive for a balance between theory (how to think about it) and practice (how to do it). Be sure to include the benefits for students who take your course.
- 2) Target audience. Who is the target audience for this course and what would be their motivation for taking the course?
- 3) Course learning outcomes: specific goals and learning outcomes and how they will be achieved (Describe what students will know and be able to do by the end of your course).
- 4) Instructor's current resume (if more than one instructor; current résumé for each) please email resume to [barbara.brooks@sonoma.edu](mailto:barbara.brooks@sonoma.edu) as a Microsoft Word attachment.
- 5) Course outline. A list of topics in outline form, in the general order that they will be presented in your course.
- 6) Guest lecturers, etc. and how these relate to your course objectives.

## Instructor checklist

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|--|---|
| <input type="checkbox"/> Course Description  | <input type="checkbox"/> Modes of Instruction   |
| <input type="checkbox"/> Target Audience   | <input type="checkbox"/> Guest Lecture  |
| <input type="checkbox"/> Course Objectives   | <input type="checkbox"/> Evaluation   |
| <input type="checkbox"/> Course Outline  | <input type="checkbox"/> Textbooks: Instructors must place their own textbook orders directly with the SSU Bookstore at least eight weeks before their class starts. Contact the Bookstore at 707/664-2329 or order online at <a href="http://bookstore.sonoma.edu/">http://bookstore.sonoma.edu/</a> |
| <input type="checkbox"/> Instructor's Current Resume<br>(email resume as MS Word attachment) | <input type="checkbox"/> Reading List:  |
| <input type="checkbox"/> Budget Information Sheet  |   |

### Publicity.

All publicity materials must be reviewed by Extended Education prior to dissemination and a copy provided to our office. For more information contact Program Coordinator; (707) 664-2394.

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Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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