

Continuing Education Department Course Proposal and Syllabus Preparation Worksheets

Instructor Name: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Course Title: _____ Total Number of Class Hours: _____

Brief Course Description (provide an overview of the course and its relevance or usefulness to students)

Topics to be covered (the number of sessions is not fixed; your class may be longer or shorter than 5 sessions – attach additional sheet if necessary):

1st Session – Introduction, review syllabus with class, and _____

2nd Session _____

3rd Session _____

4th Session _____

5th Session _____

Objectives: Please list skills, abilities, and knowledge students will gain by taking this class. What will they learn to do? Please state this in terms of student outcomes (i.e., the student will be able to identify 10 species of birds).

How will you determine that students have met the specified outcomes?

What skills, education and experience do you have which have prepared you to teach this class?

Describe your teaching style and techniques, and explain how you involve students in the learning experience.

The remaining questions may or may not be relevant to your particular class. If any of them do not pertain, please indicate that by writing N/A.

Required Text (title, author, edition, and publisher)

Recommended or assigned reading (please be specific)

Equipment/supplies to be furnished by OTC or instructor

Equipment/supplies to be furnished by student; include cost (May use attachment.)

What prerequisites or skills should students have before taking this class

By proposing this course and accepting a teaching assignment, you agree to the following:

- 1. To teach the class in a professional manner, representing both the college and yourself.**
- 2. To be present for each class and early enough to be prepared to teach beginning at the appointed time.**
- 3. To return all paperwork/documents to OTC –CE in a timely fashion. This includes:
 - a. Letter of Agreement to Teach –immediately upon receipt.**
 - b. Course Roster (with attendance records indicated) and any other forms given to you for the class – returned within one week of completion of the class.****
- 4. To attend one annual (per fiscal year) in-service for Continuing Education faculty. One will be offered in early fall and one in early January. Typically these last 1-2 hours.**
- 5. To abide by the policies and procedures of OTC and the Continuing Education Center.**

Signature _____ **Date** _____

Please return these worksheets – along with a completed college employment application – to: OTC Continuing Education, 800 E Central St., Springfield MO 65802. (417) 447-8888.

See Below for Instructions and Suggestions for New Course Proposals

PROPOSAL INSTRUCTIONS:

When proposing a **new** workshop to be offered through Continuing Education, the first step is to complete a Course Proposal Form. The following tips will assist you in developing a great proposal:

- 1) Review the current schedule of classes, online at www.otc.edu/continuinged, to ensure that your proposed class is not a duplicate of courses already being offered.
- 2) Be sure to put your contact information: name, address, phone number and email address.
- 3) Draft a description of the course that may be used in the catalog. We retain the right to edit and format the description.
- 4) Complete a detailed outline of the course that you wish to offer - specify what you will teach/cover each session of the class. If it is a 6-week class, then include details of each week's class material.
- 5) Indicate dates that are best for you for the semester you are proposing your course. Giving two options is best.
- 6) Keep in mind that Continuing Education courses are most often held in the evening hours Monday through Friday and sometimes on Saturdays. Only rarely do we hold daytime classes in the community.
- 7) If you would like to require a book that the student must have, please list the ISBN and approximate cost of the book. If it is only a recommendation, you may list it as such.
- 8) If you have a preference on location for the class, you may suggest it. OTC retains the right to place a class at the location that we feel is best for the class, depending on space and availability. We'll make every effort to meet your request.

Currently we hold classes in the following locations:

- Main Campus at 1001 E Chestnut Expressway
- Richwood Valley Campus on Hwy 14 between Nixa and Ozark
- Branson Campus on Gretna Road
- Lebanon Campus on Bland Street
- Various Community Centers in Springfield
- Area high schools on specific nights (Spring and Fall semesters only):
 - Mondays: Hillcrest and Kickapoo
 - Tuesdays: Parkview, Republic HS and Nixa HS
 - Wednesdays: Kickapoo and Glendale
 - Thursdays: Central, Glendale and Ozark HS

- 9) List any equipment needs you might have: data projector, computer, black or white board, etc.

Upon review of your submission, **you will be contacted** to arrange an appointment to discuss the course in detail, and issue such as pay, location and grades.

Thank you for your interest in teaching at OTC and specifically in the Continuing Education Center.