

School of Outreach Credit Course Proposal

Department/Course Number:  
Number of Credits:

Course Title:  
Semester and Year:

The following items must be included. If additional space is needed, please attach additional sheets. A topical outline/syllabus is required. **A sample syllabus is available upon request.** A resume is required for non-Western faculty. See reverse side of this form for definitions. Please include any information you feel would be helpful in promotion of this course. **Proposals deadlines: October 1(spring and summer); February 1(fall).**

Objectives:

Outcomes (list INTASC standards if applicable; see definitions on reverse):

Assessment/Grading Criteria:

Grading (Check One)      \_\_\_ Letter Grade Only                      \_\_\_ Pass/Fail Only

Pre- or Post-Course Work Requirements and Due Dates:

Prerequisites for Enrollment:

Texts & Other Instructional Material: \*Those Required                      \*\*Suggested or Optional Reading \_\_\_\_\_

Target Audience:                      Class Limit:                      Contact Hours (15 required for one semester credit):

Class Schedule:

Location of Course:                      AV Equipment Needed \_\_\_\_\_

**A detailed listing of any expenses associated with this course, i.e., lab fee, speakers, travel, per diem, etc. must be submitted to and approved by the Dean of Outreach & Research prior to course approval.**

Instructor Name(s):

Business Address:                      Home Address:  
Daytime Telephone:                      Home Telephone:

How is course to be funded?   \_\_\_ Self-Supporting                      \_\_\_ Sponsored

Sponsor Name:                      Sponsor Telephone:  
Sponsor Mailing Address:

Have you submitted this course through other Montana institutions? No If yes, please list.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

## Definitions

Content/Objectives: A statement, which describes the goals of the program and places the program in its disciplinary context. For non-catalog offerings, such as special topics and seminars, a comprehensive course outline should be attached. It may be necessary to attach additional sheets.

Outcomes: Outcomes should be measurable and should measure the course objectives. (At the conclusion of this course, students will be able to. . .) **For proposals with an Education rubric, indicate in this section which of the INTASC (Interstate New Teacher Assessment and Support Consortium) standards the course addresses.**

Assessment/Grading Criteria: A specific statement of how students will be evaluated. Include kind and number of examinations, papers, class presentations, etc. The evaluation should directly relate to the subject matter and objectives of the course as stated in number one. Include the grading system, i.e., assignment of points or percentages and A=90-100 points/percent, etc.

Grading: A decision should be made in advance about the basis for grading. Many students have difficulties transferring pass/fail credits.

Pre- or Post-Course Work Requirements: Pre- or post-course work requirements do not replace contact hours but should be used for courses of less than one week in duration to compensate for lack of preparation time.

Audience: Brief description of characteristics and size of potential audience.

Prerequisites for Enrollment: Some courses require that students be at a specific grade level or have a baccalaureate degree. Others require previous coursework.

Class Limits: Any limits placed on the size of a class must be justified.

Class Schedule: A course must provide fifteen (15) contact hours per credit offered. In addition, for every hour in class there must be two hours available for preparation time.

Location: The exact location--city, address, or building, room(s)--of the program.

Instructor: Full name and personal data to be included here. This information will be used for contract development if the course is offered. Credentials must be submitted for non-Western faculty (this includes a resume and transcript). Departments approve extension instructors using the same criteria as in selection of on-campus instructors.

Self-Supporting: Most of our courses are offered on a self-supporting basis. Fees generated must cover all direct costs, such as instructional costs, travel and salaries, and promotion, as well as indirect costs for the administration of the course. For this reason, a minimum class enrollment is set on the basis of anticipated direct and indirect costs. Out-of-town courses must have a correspondingly higher enrollment than campus courses. Computation of minimum class size is part of the planning process and is calculated individually for each out-of-town course.

Sponsored: No direct costs are assumed by the School of Outreach for sponsored courses. Rather, an outside source, i.e., agency, school district, grant covers direct costs. Students enrolled in sponsored courses may be charged only the recording fee to administer and maintain enrollment and grade records. There is no minimum class size required for a sponsored course.

Course Approvals: Course proposals are reviewed by the Department Chair, Dean of Outreach & Research and the Provost/Vice Chancellor for Academic Affairs.

Promotion: After courses are approved, the School of Outreach will develop promotional materials to announce the offerings. These may include flyers, news releases, newspaper advertisements, etc. No course may be advertised for credit until all approvals have been verified.