



School of Outreach

UNIVERSITY of MONTANA WESTERN

eXperience10

Non-credit proposal

Our **eXperience10** program offers 10-hour non-credit certificate courses, trainings, workshops for \$100. The 10 hours can be spread over a few days or evenings as the instructor would like. This would include field trips. Proposals are accepted on an ongoing basis.

If you have an idea for a program you'd like to teach, please use the form below to let us know.

We are seeking:

- Proposals for courses, workshops, camps, etc. in a wide array of topics, from professional development to personal enrichment, and even children's programs. Some examples of topics include general professional development (MS Office, project management, leadership, etc.) to industry specific conferences, workshops, prep/exams for certifications, and other similar training opportunities. And proposals for personal enrichment subjects, such as in the arts, music, foreign languages, fitness/wellness, and more. We offer children's programming as well, to cover similar topics, broken down by age group.

These courses will be offered both to Montana Western employees, alumni, and students as well as the general public and/or local businesses as appropriate, and can be held on our campus or at your onsite location of choice.

The School of Outreach will provide all marketing and logistics support as needed, as well as compensation for the instructor(s), so you can focus on the best part - teaching and sharing.

If your course is accepted, a Program Coordinator from the School of Outreach will contact you to coordinate the details of the course and gather any additional information. *Expect an **8 week** minimum turnaround prior to start date for marketing and course prep.*

Thank you for your interest in working with the University of Montana-Western School of Outreach. Please complete the following information and return your completed proposal to outreach@umwestern.edu.

Name

Title (if applicable)

Company (if applicable)

Address

Email

Home

Cell Phone

Business

Phone

Phone

Professional qualifications (please attach a current resume)

Compensation \$30 per hour

Suggested Course Title

Total Course Hours 10

Suggested Schedule

E.g.: Mondays 6 to 8 p.m.

Preferred Dates

Please explain any time needed to prepare for the class (e.g. equipment set-up, clean-up, etc.).

Are you offering this course anywhere else?

If yes, where and when?

Course description (100 words or less)

Intended audience (describe the target audience (youth, teen, adult) of this course, include audience's suggested skill level)

Objectives (please list three learning objectives of the course)

1. _____
2. _____
3. _____

Materials and equipment (list anticipated textbooks, audiovisual equipment, handouts, computer lab, etc.)
Please attach cost estimate or quote from preferred vendor.

Class size (preferred maximum and minimum number of students)

Other relevant information

For Office Use Only

Date proposal received _____ Accepted for potential development _____

Date reviewed _____ Eligible for CEU's? _____

Date responded to applicant _____