|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course information | | | | | | | | | | | | | | | | | |
| Course Title: | | |  | | | | | | | |  | | | | |  | |
| Proposed Term / Date of Launch: | | | |  | | | | | | | | Course # / Level (e.g.: 235; 3xx; 5xx G, etc.) | | | |  | |
| Does the proposed course have previous approval as a credit-bearing course by faculty governance? (Yes/No) | | | | | | | | | | | |  | | | |  | |
| Instructor Checklist for Proposal | | | | | | | | | | | | | | | | | |
|  | Completed Course Proposal Form | | | | | |  | | Description of Special Events | | | | | | | | |
|  | Course Description | | | | | |  | | Course Reading / Materials List | | | | | | | | |
|  | Instructor’s Resume / CV | | | | | |  | | Proposed Course Outline / Schedule | | | | | | | | |
|  | Target Audience Description | | | | | |  | | Budget Information | | | | | | | | |
|  | Proposed Mode of Instruction (e.g.: online, hybrid) | | | | | |  | | Proposed Modes of Evaluation / Assessment | | | | | | | | |
| Instructor Data | | | | | | | | | | | | | | | | | |
| Instructor Name: | | | | | | | | Employee ID (if applicable): | | | | | | | | |
| Address: | | | | | | | | City, State, ZIP | | | | | | | | |
| Office Phone: | | | | | | | | Home Phone: | | | | | | | | |
| E-Mail: | | | | | | | | FAX: | | | | | | | | |
| SCheduling Information | | | | | | | | | | | | | | | | | |
| Proposed Meeting Dates: | | | | | | | | | | | | | | | | | |
| Days of the Week: | | | | | Meeting Times: | | | | | | | | # of Meetings: | | | | |
| Room Needs | | | | | | | | | | | | | | | | | |
|  | | Desks | | |  | Sinks | | | | | | | |  | PC Computer Lab | | |
|  | | Tables | | |  | Labs (Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | | | |  | Mac Computer Lab | | |
|  | | Smart Classroom / Capture Room | | |  | Data Projector | | | | | | | |  | DVD | | |
|  | | Other Needs: | | | | | | | | | | | | | | | |
| Type of Credit Requested for the Course | | | | | | | | | | | | | | | | | |
|  | | Academic Credit | | |  | Non-Credit / Enrichment | | | | | | | |  | CEU (Continuing Ed Credit) | | |
| Enrollment Minimum Number: | | | | | | | | | | Enrollment Maximum Number: | | | | | | | |
| Computer Usage | | | | | | | | | | | | | | | | | |
| If a computer lab is only needed on certain days of the course, please indicate those needs here (including dates): | | | | | | | | | | | | | | | | | |
| Is any special software needed for the course? | | | | | | | | | | | | | | | | | |
| Is any special hardware needed for the course? | | | | | | | | | | | | | | | | | |
| proposing faculty/staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVING DEAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RECEIVED BY INSTITUTE INTAKE COMMITTEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  APPROVED BY INSTITUTE DIRECTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | |
| budget information | | | | | | | | | | | | | | | | | |
| The following items must be completed at the time your proposal is submitted. Instructional expenses authorized at the time of your proposal are the only expenses the Truman Institute will underwrite. | | | | | | | | | | | | | | | | | |
| My course will require an added per student materials fee of $\_\_\_\_\_\_\_\_\_ per student. | | | | | | | | | | | | | | | | | |
| My course will require duplication of non-copyright materials of roughly \_\_\_\_\_\_ pages per student. (Note: Duplication costs in excess of 20 pages per student will likely result in additional course material fees.) | | | | | | | | | | | | | | | | | |
| My course will require students to purchase a course packet of copyrighted materials which will be distributed through the University Bookstore. The estimated costs of this course packet is $ \_\_\_\_\_\_\_\_\_ per student | | | | | | | | | | | | | | | | | |
| Based on my assessment of current costs, I would approximate the costs of textbooks for this course to be $ \_\_\_\_\_\_\_\_\_ per student. | | | | | | | | | | | | | | | | | |
| Additional Expenses: Please list other items that will impact the course budget, and fees charged to students, such as paid guest speakers, film rental, facility rental, paid advertisements, etc. Depending on the nature of the course (credit or non-credit) these expenses may be added to the course fee. | | | | | | | | | | | | | | | | | |
| Paid guest speakers Please provide a rationale for the guest speaker with your course outline/schedule. | | | | | | | | | | | | | | | | | |
| Name (#1): | | | | | | | | | | Address: | | | | | | | |
| Date of Appearance: | | | | | | | | | | Proposed Fee: | | | | | | | |
| Phone # | | | | | | | | | | E-Mail: | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Name (#2): | | | | | | | | | | Address: | | | | | | | |
| Date of Appearance: | | | | | | | | | | Proposed Fee: | | | | | | | |
| Phone #: | | | | | | | | | | E-Mail: | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| facilities rental | | | | | | | | | | | | | | | | | |
| Facility Name: | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | |
| Contact Person: | | | | | | | | | | Phone #: | | | | | | | |
| Rental Fee: $ | | | | | | | | | | Per (day, hour, etc.) | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| field trips | | | | | | | | | | | | | | | | | |
| Please list your destination and, if any, admission fee. | | | | | | | | | | | | | | | | | |
| Destination: | | | | | | | | | | Date: | | | | | | | |
| Destination: | | | | | | | | | | Date: | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| other expenses | | | | | | | | | | | | | | | | | |
| Item: | | | | | | | | | | Cost Per Item: | | | | | | | |
| Item: | | | | | | | | | | Cost Per Item: | | | | | | | |

**SUPPORTING INFORMATION**

The following items must be included in your application in order for it to be considered. Please submit these items on additional pieces of paper.

**Course Description.** Include a short paragraph for use in promotional materials and the Truman Institute catalog. If this is an existing Truman course, the description should correspond to the approved course description in the University catalog. If the course or workshop is a new offering, such as a weekend seminar, continuing education offering, or new online course, provide an appropriate new description. Include the purpose of the course, its intended audience, topics to be covered, and a suggestion of the needs that the course appeals to. Keep the non-degree-seeking student audience in mind and strive to offer a description that is interesting and will look good in a program catalog.

**Instructor’s Current Resume of CV.** Please provide a current resume or CV for all instructors involved with this course. *This is particularly important for non-Truman employees seeking to offer programming through the Institute*.

**Target Audience Description.** Who should be interested in this course and what would motivate them to take it? Here it is appropriate to talk about the applicability of the course to a person’s career, personal interest, or community benefit.

**Proposed Mode of Instruction.** Please describe both the medium of course delivery (traditional classroom, online, hybrid traditional and online, teleconference, etc.) as well as the kinds of engagement that will occur in this setting (small group interaction, discussion boards, interactive exercises, etc.)

**Description of Special Events.** What, if any, special events will be included in the course? Will you be bringing in speakers, taking students on field trips, or otherwise engaging them outside of the traditional classroom setting? If these plans involve an added expense for the course, please offer a justification for the pedagogical value of the added expense.

**Course Reading and/or Materials List**. Please provide a list of any textbooks, course readings, and other materials that will be used in support of the course?

**Proposed Course Outline or Schedule.** If the course is being offered for academic credit, please provide a complete syllabus for the course. If the course is being offered for a short term, or on a non-credit basis, please provide at least a complete schedule of the course, including what topics will be covered in each session.

**Proposed Modes of Evaluation and Assessment of Objectives.** Please indicate your proposed method of evaluating whether the learning objectives of the course have been met. If this is a traditional for-credit course, your students will be asked to complete standard faculty evaluations.

**INSTRUCTIONS**

**Purpose:** The primary purpose of this document is to propose new courses or workshops for the Truman Institute. Individuals wishing to propose new courses to be offered by their own academic units, during the regular semester schedule, as part of their normal major or minor offerings, should not use this form. Similarly, individuals wishing to propose Workshops as part of the existing semester interim structure should use existing forms for that purpose. Individuals wishing to propose an offering using this form will most likely be interested in: (1) repackaging an existing course for a non-degree-seeking audience, (2) developing a workshop for a non-degree-seeking or professional audience, (3) presenting an existing Truman course as an online/distance course offering to non-Truman students outside of a department or colleges normal schedule, (4) offering a seminar or workshop for continuing education units (CEUs), or (5) offering a non-credit-bearing program. Generally speaking, courses that are currently part of a department’s offerings, and are currently listed in the Truman catalog, would be offered through your normal academic unit, not the Truman Institute (unless the Department identifies an extenuating need). **Truman Institute programming should not supplant existing university offerings.**

Instructors wishing to offer a new **credit-bearing** course to an exclusively online audience, or those wishing to offer a new course that could also count toward a degree-seeking student’s degree, will need to use this form AND work with the Truman Institute to complete the necessary paperwork for the approval of a new course via normal approval channels.

Instructors or departments wishing to initiate a new post-baccalaureate certificate program (normally 4 3-credit courses minimum) should complete the Post Baccalaureate Certificate Program Form available on the Truman Institute website.

**Course Information:** Please provide the title of the course and the term you prefer to launch the course. Some courses or workshops may not conform to the traditional semester timetable. In those instances, indicate the semester during which the program is to occur and use the options under “Scheduling Information” to clarify the parameters of your offering. If the course will be credit-bearing, please indicate the current course number (if it exists) or the approximate course number level, if the offering is new. Courses for CEU credit, or non-credit-bearing courses will not employ a course number.

**Instructor Checklist:** Please use the instructor checklist to make sure you have completed all of the information asked for on this form, including attachments.

**Instructor Data:** Please provide full personal data and contact information. If a non-University employee is submitting a proposal to offer a program through the Institute, please write “Non-Employee” in the Employee ID space. We will need your Social Security Number later when we prepare your contract.

**Scheduling Information:** Not all offerings of the Truman Institute will conform to the traditional semester timeframe. Online courses could last longer than the traditional semester or be accessed “on demand.” Short seminars or workshops might be completed on a weekend. Complete this section to help clarify these needs. Please also indicate the kinds of classroom needs for the course—particularly if those needs require technology or lab space.

**Computer Usage:** Please provide further details about technology needs in this section. Most of our computer labs will have the essential software needed for courses (MSOffice, SPSS, etc.). However, if your course would require other software or hardware, this is where you should indicate it.

**Budget Information:** In marketing the course it is helpful to know what added costs the student might incur. We also need an idea of what overhead will be. Use this page to indicate, to the best of your ability and current market rates, what the various costs associated with running the course will be. Keep in mind that costs for workshops and special programs can be variable and we can anticipate extra costs. Credit-bearing courses use fixed tuition amounts and may be able to pass on some of these costs in course fees, if approved, but lack the same flexibility. If you anticipate a need for specialized marketing or extra publicity and duplication costs for the course, please indicate those expenses under “Additional Expenses.”

If you have any questions about the completion of this form, contact the Truman Institute at 785-5384.

**Signatures:** In order to be considered for approval, this document must include the signature of the proposing faculty member, as well as their academic dean. A Dean’s signature is not needed if the individual is not currently employed by Truman State University, or does not work for an academic unit (such as a staff member proposing a non-credit workshop in an area of unique expertise).