

Temple University Ambler / Fort Washington / Center City
The Office of Non-Credit Programs
Non-Credit Course Proposal Form

DIRECTIONS: Please provide the following information on the course you would like to teach. In addition to completing this form, **please include your resume**. Return the completed form, along with your resume, to:

Temple University Ambler
The Office of Non-Credit Programs
580 Meetinghouse Road
Widener Hall
Ambler, PA 19002

Or, E-mail to: ncregistrar@temple.edu or, FAX to: (267) 468-8506

Date Submitted: _____

1) Instructor Information

Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Email Address: _____

Brief Instructor Bio: (For example: Owner, ABC Company; Horticulturist and Designer; Commercial Photographer.)

Detailed Instructor Bio: (In 25 words or less, describe your qualifications)

2) Proposed Course

Course Title: _____

Course Description: In 110 words, or less, please describe your course

Please specify any special skills or levels of experience (suggested or required) for participants to take this course.

3) Learning Objectives

Please include a brief description of your course objectives and what the participants should be expected to know/learn upon completion of the course.

4) Have you taught this course before? Yes No

a. If you answered "yes" where have you taught the course and do you have copies of course evaluations that you could share with us? _____

5) Scheduling

Number of hours (total): _____ Number of Sessions: _____

Please choose: Daytime _____ Evening _____

Preferred Meeting Days/Nights: (please circle) M T W Th F Sa Su

Alternate Meeting Days/Nights: (please circle) M T W Th F Sa Su

6) Supplies/Materials

AV/Media equipment needed: _____

Special Room needed: _____

What materials (if any) do the students need? Please keep in mind that any photocopying of handouts will be done by our office. _____

Please identify any required textbooks (specify author, title, edition):

Where can supplies/textbooks be obtained? Approximate Price?
