Proposed Course Offering Worksheet
Kent State University at Tuscarawas
Business and Community Services
330 University Drive, NE
Science and Advanced Technology Building, Room 110
New Philadelphia, OH 44663
330-308-7434

Please type your answers in the grey areas. End of document contains instructions for submitting.

Name

Address

E-mail address

Home phone number  (  ) - 
Cell phone number  (  ) -

Business phone number  (  ) -

Proposed course title

Suggested course length (in hours)

Are you offering this course anywhere else? If so, where and when?

Course description (about 50 words to be used in a brochure)

Intended audience and rationale (who is the audience and why would they benefit from this course?)

Goals (a paragraph or list of the broad goals of the course)
Learning objectives for students taking course (what will students will be able to do after taking this course?)

Outline (a list of subjects/topics that will be covered in each class)

Format (recommended schedule, dates, and times)

Prerequisites (what previous knowledge, courses, degrees, experiences, etc. would people taking this course be expected to have?)

Instructional resources needed (textbooks: be specific and include ISBN number, volume, author, publisher, edition, price), audiovisual equipment needs, special room needs, copies, assistance (list the name and qualifications of any other person assisting in the course)

Your qualifications (what are your special qualifications for teaching this course. Be sure to include a current resume and any other materials to support this statement)

Maximum and minimum class size preferred

Other comments