



Course Proposal

Please print or type this proposal. Prepare separate proposals for each course. Return to:
 California State University, Los Angeles
 Extended Education (Programs Office)
 5151 State University Drive
 Los Angeles, CA 90032-8619 Tel. (323) 343-4900 or Fax (323) 343-4954

_____	_____	_____
Name	Rank/Highest Degree	Social Security Number
_____	_____	_____
Home Address (street, city, ZIP)	Home Phone	Home Fax
_____	_____	_____
CSULA Faculty: Department	Work Phone	Work Fax
_____	_____	_____
Non-CSULA Faculty: Employer	Work Phone	Work Fax
_____	_____	_____
Address (street, city, ZIP)	Position/Title	E-Mail Address

1. Course Proposed

a. Title _____

Course Number (if applicable) _____ Quarter Units (if applicable) _____

Note: One lecture unit requires a minimum of 10 contact hours. One activity requires 20 contact hours. One lab unit requires 30 contact hours. Each in-class hour requires two hours of outside work.

b. Type of course (check one or more)	c. To be completed by CE staff
<input type="checkbox"/> Extension Credit: 100-500	Sequence # _____
<input type="checkbox"/> Professional Advancement: 700-800	Course # _____
<input type="checkbox"/> Continuing Education Units (CEUs)	Section # _____
<input type="checkbox"/> Non-Credit	New Subtitle? <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Contract Credit	Course Fee _____
<input type="checkbox"/> Special Session (residence credit)	Section Type _____
<input type="checkbox"/> Summer Session (residence credit)	Est. Enrollments _____

2. Proposed Schedule

Quarter/Year _____	No. of Meetings _____	Total Hours _____
Beginning Date _____	Ending Date _____	Days of Week _____
Beginning Time _____	Ending Time _____	

3. Location of Course: Course may be offered on or off campus. If you recommend a location outside of our service area, we must make special arrangements. Extended Education will make the final decision.

Campus Room _____

Off-Campus Location _____

4. Room Requirements

Lecture Auditorium Lab Other

Special equipment or arrangements _____

5. Marketing

We promote extension courses through widely distributed quarterly class schedules, but we appreciate your ideas for special promotion, including mailing lists or newsletters. All promotional materials, however, must be cleared through our office prior to distribution.

6. Course Description

Include course objectives and identify the target audience. Write clearly and imaginatively, as we may use this material for promotional copy. Limit your description to 50-75 words. Attach an *expanded outline* for any course taught for the first time. Include the mode of instruction, content, prerequisites, organization, guest lecturers, and method(s) of evaluation.

7. Textbooks

Attach a list of textbooks, reading lists, and other required materials. Note: Instructors *must* inform the bookstore of textbook requirements.

8. R sum 

Please attach a r sum  that describes your educational and professional background and verifies your expertise in the subject matter.

Extended Education Office Use Only

Payroll Information

Credit	Units	_____	Non-Credit:	Net	_____
	Rank	_____	_____ % of Net Amount		_____
	Rate	_____			
	No of Students	_____			
	Amount \$	_____			

(Note: Salary may be subject to renegotiation due to low enrollment.)

Approvals

Department Chair: Your approval affirms that both the course content and the instructor(s) have satisfied department approval procedures. It also affirms that the instructor has no scheduling conflicts with campus assignments and does not exceed the overload limit. Student evaluations will be available to you upon request.

School Dean: Please forward this proposal to the Office of Extended Education promptly.

Department Chair or Designee

Date

School Dean or Designee

Date

Extended Education Dean or Designee

Date