**Extended Learning**

**Noncredit Course Proposal Worksheet**

Please note that these are talking points intended to facilitate the course development process.

|  |  |
| --- | --- |
| **Working Title:** | **To which Fredonia academic program(s) does this most closely relate?** |
| **Brief Description:** |
| **Course Outcomes (Upon completion of this course, participants will be able to…):** |
| **Program Length:**Total contact hours:\_\_\_Number of sessions:\_\_\_Contact hours/session:\_\_\_Rationale: | **Scheduling:****□** Weekdays**□** Weeknights**□** WeekendsRationale:  |
| **Are there any seasonality or calendar issues that might influence enrollment in this course? (please explain)** | **Frequency of Delivery:****□** One time only**□** Once per semester (Academic year)**□** Summer Sessions only**□** Other: |
| **Target Audience Definition (please provide as much detail as possible):** |
| **Reason(s) for enrolling in this course (please check all that apply):****□** Personal enrichment**□** Obtain professional license, certification, designation, etc. **□** Maintain professional license, certification, designation, etc. **□** Career advancement**□** Other:   | **Prerequisite Knowledge or Skills (if any):**  |
|  **Support Materials:****□** Textbook(s):**□** Workbook(s):**□** Handout(s):**□** Video(s):**□** Other: | **Assessment Tools:****□** Objective testing:**□** Skills demonstration:**□** Other: |
| **Delivery Method:****□** Classroom**□** Online**□** Hybrid | **Class Size:**Minimum number of participants:\_\_\_Maximum number of participants:\_\_\_ Ideal number of participants:\_\_\_  |
| **Are there any funding sources available for course development and/or delivery? (please explain)** | **Are there any existing or potential partnership opportunities for this course? (please explain)** |
| **Are courses in this subject being offered in Chautauqua and/or Erie County? If so, by what institution(s)?** | **How did you determine the need for this course? (please explain)****□** Marketing research:**□** Request from target audience:**□** Intuition:**□** Other: |
| **How do your credentials lend themselves to developing/teaching this course? (please attach CV)** | **Do you have practical experience in developing noncredit curriculum? (please explain)** |

Please complete this document prior to meeting with Extended Learning as part of the proposal process.