

**Extended Learning**

**Noncredit Course Proposal Worksheet**

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

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| **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  **□** Weekends  Rationale: |
| **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.