



CONTINUING EDUCATION

in cooperation with UW-Extension

1478 Midway Rd, Menasha, WI 54952

foxce-info@uwc.edu (920) 832-2636

Continuing Education Course Proposal

Instructor Name: _____ Title: _____

E-mail: _____ Field of Expertise: _____

Organization (if applicable): _____ Phone: _____ Alternate Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

COURSE INFORMATION

Suggested Course Title: _____ Total Clock Hours: _____ (should total same below)

Course Format: Length of Class, per Session: _____ Hours x Number of Class Sessions: _____ = Total Clock Hours: _____

Preferred Day (circle): M-T-W-TH-F-S Preferred Times of Day (circle): Morning-Afternoon-Evenings Preferred Month (circle): Feb-Mar-Apr-May

Specific Dates & Times Requested: _____ Alternate Dates & Times: _____

Class Capacity (up to): _____ students Preferred Classroom #: _____ Alternate Classroom #: _____ Special room set-up? Yes ___ No ___

Identify any special items/materials required from UW-Fox: (eg, wet lab) _____

Will students need books or supplies for class? Yes ___ No ___ If Yes, list source & types of materials and estimate cost per each: _____

Course Objectives and Outline

Identify 1 to 3 objective(s) and general content to be covered in each of your session(s): *(attach additional pages as needed)*

Course Description

Summarize this course, as you would describe it in a Continuing Education catalog, if accepted. A Format that works well is a sentence explaining the importance of this course and a narrative overview of the content and/or activities included. Include learning outcome(s) or "takeaway(s)".

Have you Taught this Course Before? Yes ___ No ___. If yes, list location(s): _____

Ideal Audience(s) for this course: _____ *(include age ranges, other demographics)*

Course Marketing Suggestions: _____

Attach Instructor Bio, Credentials Document or Resume and Return this Completed Proposal to our office by mail or e-mail in a PDF format.

Thanks for your interest in UW-Fox Valley Continuing Education!

Continuing Education at UW-Fox Valley
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