

50 Acacia Avenue, San Rafael, CA 94901-2298 (415) 458-3779 (415) 458-3790 fax Pauline.camp@dominican.edu

**PROGRAM INFORMATION**

Title: \_\_\_\_\_ Course/Service/Workshop (circle one)  
Instructional Site: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
Course Dates\*: \_\_\_\_\_ # Sessions: \_\_\_\_\_  
Schedule: M T W Th F S Su Times: \_\_\_\_\_  
# Hours of In-Class Instruction: \_\_\_\_\_ # Lab Time Hours (if any): \_\_\_\_\_  
Please specify lab details: \_\_\_\_\_  
# Units Requested: \_\_\_\_\_ If a repeat course, provide course number: \_\_\_\_\_

\*Grades are issued to students 30 days after instructor submission; plan course dates to allow for certificate requirements.

**CONTACT INFORMATION** (A resume for each instructor/guest lecturer must be attached – specifications follow)

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Work Cell Fax  
Have you worked with Dominican University of California before? Please explain: \_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL TERMS & CONDITIONS**

The following Terms and Conditions apply to every course proposed and prospective instructor. Please review carefully and acknowledge agreement by signing below.

1. Dominican University of California reserves the right to approve or deny this proposal.
2. To be considered, a course proposal **must be completed in full** and submitted **with all relevant attachments**.
3. School of Education and Counseling Psychology must approve all promotional materials prior to distribution.

\_\_\_\_\_ Please initial here if we may list your course(s) and contact information on our publicity material (i.e., website, course schedules, etc.). We are pleased to be affiliated with other quality educational programs, and wish to make our program participants aware of additional opportunities for their professional development.

Your signature below indicates your acceptance of and willingness to abide by the stated Proposal Terms & Conditions, and to conduct your program adhering to the information submitted with this proposal.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DOMINICAN UNIVERSITY OF CALIFORNIA**

*Office Use Only*

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Course Number Assigned: \_\_\_\_\_ Section: \_\_\_\_\_ Term: \_\_\_\_\_ Unit Processing Fee Total: \_\_\_\_\_

School of Liberal Arts and Education

## **Course Proposal**

### **Course Information**

Please attach additional sheets if necessary

1. **Course Description:** Please provide a thorough description of course content as it will appear in the course announcement; including general content, goals, outcomes, pre-requisites, and for whom the course is intended.
  
2. **Course Syllabus:** Describe the basic content and outcomes of each session; include dates and times of each session.
  
3. **Student Assignments:** List required student activities. Please provide a sample of any handouts to be used.
  
4. **Evaluation and Grading:** Please explain how the successful completion of a student's work will be verified (i.e., a written assignment, final exam, observation, keeping a log, etc.). Explain grading criteria.
  
5. **Promotional Materials:** Please attach a copy of all promotional materials you plan to use to market this program.
  
6. **Instructor Qualifications:** Please submit a resume for each instructor and guest lecturer. Be sure to include the following:
  - Name and contact information
  - Present occupation
  - Academic background: Colleges, courses of study, degree(s) received, etc.
  - Professional experience (supporting qualifications to teach this course)
  - Publications/Conference
  - Professional Affiliations (foundations, associations, grants, etc.)
  - References (Names, occupations, address and phone numbers)