



MONTANA
STATE UNIVERSITY

EXTENDED
UNIVERSITY

Course/Program Proposal
Non-Credit Offerings
Extended University- Office of Continuing Education

Non-Credit Proposal Form

Date:

Name:

Mailing or campus address:

City:

State:

Zip:

Daytime phone number:

Evening phone number:

Email address:

Are you a staff member at MSU?

Proposed course/Program title:

Format:

One-day seminar

Short course

Symposium/Institute

Self-paced online modules

Other format, please describe:

If short course, what is the number of contact hours you would propose to teach this course?

Who is the target audience (be specific, for example, social workers, teachers, etc.)?

Briefly describe the program:

Briefly outline the content covered:

Is this activity associated with an existing MSU department or program?

Who is the competition?

Have you ever taught or developed this or similar courses/programs before? If so, please describe.

What are the anticipated learning outcomes of the course/program you are proposing (e.g. upon completion, the participant will be able to...)?

Promotable qualifications of instructor (for brochure or other promotion):

Should there be a maximum number of students? If so, what?

Is there a specific day of the week, date, or month you would like to offer this program? Please specify:

Will there be any field trips, and if so, please describe:

Will any special facilities or equipment be needed, and if so, please describe:

Any items students must bring to class (please specify):

Any texts participants will need, other than class handouts?

Required:

Suggested:

What are your compensation expectations?

If you have not taught for Montana State University before, please describe any teaching or training experience you have and provide 3 professional references below:

Teaching/Training Experience:

Reference #1

Name:

Title:

Company/Org: Daytime

Phone:

Reference #2

Name:

Title:

Company/Org: Daytime

Phone:

Reference #3

Name:

Title:

Company/Org: Daytime

Phone:

Any Questions or Comments:

If you wish to Mail or Fax your Program Proposal Form, send it to:

By Mail:

Office of Continuing Education

200 Culbertson Hall

Montana State University

Bozeman, MT 59717

By Fax:

Fax to: (406) 994-6546

By Email: ContinuingEd@montana.edu

Please call (406) 994-6683 or email us at ContinuingEd@montana.edu if you have questions or need more information.