

## Course Proposal

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College of DuPage Continuing Education is continually developing new courses and programs to offer to our students. We offer non-degree stand-alone courses, workshops, lectures, seminars and trainings for all ages and a variety of interests and needs.

We realize your time is valuable and we sincerely thank you for your interest in teaching at College of DuPage Continuing Education. We are fortunate to receive a high volume of proposals and inquiries from very qualified presenters, content experts and instructors. The information you provide below will help us assess your proposal against the College's mission and objectives and to review against other College programs and services.

Please submit your course proposal in one of the following ways:

**Mail**

College of DuPage Continuing Education  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

**Email**

ceprograms@cod.edu

**On Campus**

Continuing Education Office  
On campus in Glen Ellyn  
Student Resource Center (SRC), Room 1110

Date Submitted \_\_\_\_\_

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### Instructor Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Phone \_\_\_\_\_  Cell  Home  Work

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Are you currently an employee of COD?  Yes  No

*Please note that this may have an impact on your eligibility to work in Continuing Education.*

What are your strengths as an instructor? Include teaching experience and list any pertinent credentials:

Are you offering (or do you plan to offer) this course elsewhere?  Yes  No

If yes, where and when?

## Course Proposal *(continued)*

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Please provide a short biography and feel free to attach past syllabi, resume/cv, published articles or anything that will help us better understand your experience. Include relevant education, credentials or experience for this subject area.

### Student Population

Target age group for the course (Check all that apply):

- Youth—Elementary (Grades K-5)
- Youth—Middle (Grades 6-8)
- Youth—High School (Grades 9-12)
- Adult
- Older Adult (age 50+)

### Purpose

- Personal Enrichment
- Academic Enrichment (test preparation, study skills, etc.)
- Professional and Workforce Development

### Target Audience Served

Please share any additional information you have as to the intended student population to be served.

### Ideal Term/Time of Year

When would you like to offer the class? (Check all that apply):

- Any
- Spring
- Summer
- Fall

# Course Proposal *(continued)*

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## Course Information *(Please attach a course outline)*

Short Title \_\_\_\_\_ (maximum 30 characters)

Long Title \_\_\_\_\_

Catalog Description *(maximum 250 characters)*

What will students learn (what are learning outcomes/objectives)?

Indicate any prior knowledge, skills or experience students should already possess.

## Logistics

Number of sessions proposed: \_\_\_\_\_ Length of class\*: \_\_\_\_\_ Ideal class size: \_\_\_\_\_ Minimum \_\_\_\_\_ Maximum

*\*Sessions are typically 2 to 3 hours long*

Days of week you are available to teach. Please include timeframes for availability.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day							
Evening							

## Supplies/Materials

Supplies or materials needed:

Approximate supply cost per student for the class: \$ \_\_\_\_\_

## Course Proposal *(continued)*

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### Classroom Information

Technology or audio/visual needs *(Classrooms are equipped with overhead projector and DVD player.)*

Internet/Wi-Fi     Computers     Other (specify): \_\_\_\_\_

Room set-up:

Standard classroom     Art room *(sinks, work areas, computer lab, etc.)*     Other (specify): \_\_\_\_\_

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Have you seen this type of course offered before or presented the course elsewhere? If so, where?

Do you have suggestions to maximize attendance beyond inclusion in the Schedule of Classes or website?

### College of DuPage Mission Relevance

Please consider sharing any additional thoughts you may have as to how the course you are proposing furthers the College's mission and objectives. You can find the mission statement at:

[cod.edu/about/conference\\_event\\_services/mission\\_statement.aspx](http://cod.edu/about/conference_event_services/mission_statement.aspx).

### Career/Industry Information *(If Professional Development)*

If the course you are proposing is for professional development or job training, please share with us any regional/national industry data/trends of which you may be aware.

### Additional Information

Please share any other information that you think is relevant to this course proposal.

## Course Proposal *(continued)*

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### Proposal Timeline

Continuing Education strives to be flexible and agile, and given the high volume of proposals, review and total program portfolio planning and logistics, the more time we have for the review the better. Please use the general timeline for submissions.

- Fall Term, proposals must be received by the previous February for full review and consideration.
- Spring Term, proposals must be received by the previous June for full review and consideration.
- Summer Term, proposals must be received by the previous November for full review and consideration.

**Please print a copy for your records.** This proposal is not a guarantee of employment or program acceptance. Continuing Education has the right to alter details in the proposal to remain in compliance with the College's mission and policies. You will be contacted by a program coordinator/manager if your proposal is accepted for consideration.

Thanks again for your interest in teaching with College of DuPage Continuing Education. We are fortunate to serve over 20,000 students every year through the Continuing Education units of Adult Education, Adult Enrichment, Business Solutions, Homeland Security Training Institute and Youth Academy. We are also fortunate to receive a high volume of proposals and inquiries from very qualified presenters, content experts and instructors. While we may not have a need for your course this term, please feel free to repeat your submission according to the proposal timeline above. Please also visit the College of DuPage Human Resources website as specific instructor needs will be listed therein, [cod.edu/hr](http://cod.edu/hr).

## Additional Information on College of DuPage Continuing Education (FYI)

### Overview

Continuing Education/Extended Learning (CE) serves a diverse cross section of District 502 residents through the Youth Academy, Adult Enrichment, Adult Education, Business Solutions (Career and Professional Development), and Homeland Security Training Institute units. Continuing Education **offerings begin at 15 months of age** in the fully functioning day care and journey with its learning partners through **every phase of life including elementary, middle and high school, professional development programs, business contract training and the Lifelong Learning Institute.**

Continuing Education seeks to connect the College to the larger community, introduce non-traditional students to expert full-time and adjunct faculty, support innovative teaching and learning, and enhance academic and career pathways through dynamic programs and services. Continuing Education brings value to community members of all ages, partnering with public and private sector organizations to positively contribute to regional economic development and the overall quality of life.

### Continuing Education Mission

The mission of College of DuPage Continuing Education is to further the College's mission to be a center of excellence in teaching, learning and cultural experiences by providing accessible, affordable and comprehensive education. Through its Youth Academy, Adult Enrichment, Adult Education, Business Solutions/Professional Development, and Homeland Security Training Institute programs, Continuing Education extends the reach of the College, creating a lifelong link between community members (non-traditional students) and the many services and opportunities available at College of DuPage.

### Goals

- To promote the wide array of programs at College of DuPage—academic, non-credit, cultural, radio, business outreach, fundraising, scholarships and overall campus—within the western suburbs of Chicago, DuPage County, District 502 and nationally.
- To provide non-credit enrichment programming aimed at increasing individual skills and knowledge in a wide range of subject areas, taught by knowledgeable, qualified instructors.
- To maximize usage of College of DuPage facilities and assets to ensure we are serving the total community, to recover costs to maintain sustainability and enhance the public perception of COD.
- To serve as a recruitment and retention channel for the College, providing students various entry points into the College and serving all residents throughout their lifetime.
- To connect with key industries and employers in the greater DuPage region and beyond to ensure their workforce receives up-to-date training and that the region remains competitive and economically strong.
- To work with internal COD departments on programming, recruiting, outreach, marketing and student support services to maximize community engagement and service.

## Course Proposal *(continued)*

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### **Continuing Education Course and Program Definitions**

- A course is a stand-alone class that meets on specific days and times for the purpose of learning a particular topic that may be for enrichment, academic preparation or professional development/advancement.
- A program is a series of courses or one in-depth course that leads to a specialized set of knowledge, expands career opportunities or leads to licensure (CE professional training, state certification, third-party accreditation from a recognized certifying body within a given industry).

**Please note:** Continuing Education will not intentionally offer courses or programs that duplicate or conflict with academic or certificate programs at College of DuPage. A Continuing Education program is deemed to be related to an academic degree or certificate if an existing career specialization is already offered or under development in another Academic Affairs division at College of DuPage.

As part of the program and/or course development process, the division of Continuing Education reviews data from multiple sources. CE solicits input from faculty members, current students, advisory committees and industry partners. CE professional staff also review professional journals and participate in Continuing Education best practice associations. Additionally, CE reviews COD and Choose DuPage economic impact and development reports; CE regularly reviews trends and labor market statistics to identify current and future industry needs as well as job growth projections.

We constantly work to improve, expand and refine our offerings to serve the varied needs of the roughly one million community members we serve.