



Instructional proposals which feature innovative ideas for classes, workshops, training, and other educational experiences for professional development are welcome at any time; however, to allow adequate time for proposal review and inclusion in the printed schedule, approximate deadlines for submission are listed below. Proposals received after these dates may require other methods of marketing and are welcome anytime.

- Spring Semester            October 1
- Summer Semester         February 10
- Fall Semester                May 1

**Review Process**

Submission of a proposal is not a guarantee of course development. CVCC has the right to refuse proposals at any time. Your proposal will be reviewed within a month of its receipt. If it is determined that your course fits the professional development needs of our community, the following steps will occur:

- Description and student learning objectives will be edited, and you will be sent an email with follow-up questions and a draft of the edited description and objectives
- You will review the questions and draft & send your answers and any new changes to the description and objectives
- An informal, face-to-face meeting will be scheduled to discuss your proposal
- You will be sent a final confirmation
- A “new instructor orientation” meeting will be scheduled. You will become familiar with the policies, procedures, and forms that will make your teaching experience a successful one.

**NON-CREDIT INSTRUCTIONAL PROPOSAL INFORMATION**

Please fill out the attached form and return with a current resume to:

Catawba Valley Community College  
 Attention: Susan Killian  
 Director, Business and Technology Training  
 Workforce Development Innovation Center  
 School of Business, Industry and Technology  
 2550 Highway 70, SE  
 Hickory, NC 28602  
 Telephone: 828-327-7000, ext. 4330  
 Fax: 828-322-5455

Information may also be submitted via email to [skillian@cvcc.edu](mailto:skillian@cvcc.edu)

<b>For office use only</b>			
Date proposal received	_____	Accepted for potential development?	_____
Date reviewed	_____	Eligible for CEU's?	_____
Date responded to applicant	_____		

Please thoroughly complete each section.

Use a separate form for each individual class proposal.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Proposed Course Title: \_\_\_\_\_

Course Description: \_\_\_\_\_

*80 words or less  
(may attach if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Audience: \_\_\_\_\_

Total number of hours or number of sessions  
you would recommend to cover the skills/topic: \_\_\_\_\_

Recommended day(s) of the week: \_\_\_\_\_

Recommended time of class:  
*(morning, afternoon, night, all day, specific times, etc.)* \_\_\_\_\_

Materials that would be required for the class: \_\_\_\_\_

Approximate cost of materials if to be purchased  
by College or if a supply fee will need to be set: \_\_\_\_\_

Recommended maximum number of students: \_\_\_\_\_

Indicate any special room facilities needed:  
*(subject to availability)* \_\_\_\_\_

Indicate any A/V equipment needed:  
*(subject to availability)* \_\_\_\_\_

**Learning Objectives:** List skills, abilities, and/or knowledge students will gain by taking this course. What will they learn to do?

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**Outline:** Describe each major topic/competency to be covered in the course. Ideally, topics will be broken down into subtopics under each major heading. Contact hours should be assigned to topic headings.

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**Evaluation Methodology:** Describe the ways in which the students will demonstrate that they have achieved the learning outcomes. Demonstrations may be done in different ways such as questions and answers, discussions, summaries, case studies, hands-on exercises, etc.

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**Instructor Bio:** Please provide a 3-4 sentence bio describing your skills, experience, and education that uniquely qualifies you to teach this course. This may be published in a “Meet Your Instructor” section of our brochure.

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*Please remember to include a copy of your current resume when submitting this form.*