

• AUTHORIZATION TO OFFER TOPICS COURSES FOR ACADEMIC CREDIT  
THROUGH EXTENDED LEARNING •

(Note: Extended Learning sections of topic classes for which the appropriate form E-T is not on file in the Office of Academic Programs will be removed from PEOPLESOFT as periodic audits of course offerings are performed.)

**Note: Any proposed topic can only be offered two times before being converted to a non-topics course. Academic Programs will assign the appropriate suffix and edit the topic description provided.**

1. College of: Education 2. Center/Program/Department: Extended Learning
3. Instructor Jennifer Jefferies  
(If more than one instructor will be teaching the course, list full name of the "instructor of record.")
4. Topic Abbreviation and Number: EDUC 592 EX
6. Term Summer 7. Year 2008 8. Variable Units\* 2 ES92N  
200820
9. Has this topic been offered previously?  Yes  No If yes, indicate term(s) Spring 2008
10. Topic Title: Essential Instructional Elements for Teaching Adult Learners
11. **Topic Description:** Note: This part can be skipped if answer to part 9 is "yes." (NOTE: Please provide detailed information about the topic. Please type. You may also attach the topic description on a separate sheet if you do not have enough space.)

Prepares instructors to design lessons, deliver content, and assess student outcomes for adult learners. Introduces the student to theories of adult learning and motivation, use of evidenced based assessment, and characteristics of effective instruction. Consent of Program Director required for enrollment.

12. Does this topic have prerequisites? No
13. Does this topic have co-requisites? No
14. Does the topic require consent for enrollment?  Yes  No  
Faculty  Credential Analyst  Dean  Program/Center/Department - Director/Chair
15. Is topic crosslisted:  Yes  No If yes, indicate which course \_\_\_\_\_ and obtain signature in #18.
16. What resources are needed to offer this topic (including technology)?  
The course will be taught online via WebCT and has been funded by a grant.
17. Justification for offering this topic.  
Need for the Clinical Nursing Faculty Certificate

\* Enter units only if this is a variable-units topic course.

18. Does this topic impact any other disciplines? Note: This number can be skipped if answer to part 9 is "yes."

     Yes   x   No    If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

\_\_\_\_\_ Support \_\_\_\_\_ Oppose  
Discipline                      Signature                      Date

\_\_\_\_\_ Support \_\_\_\_\_ Oppose  
Discipline                      Signature                      Date

19. Location (if topic not offered at main campus) \_\_\_\_\_

20. Is this course being offered on-line?   x   Yes         No


21. Is this a contract topic?      Yes      x   No

22. Enrollment Limit   25  

23. Requested Bldg/Room \_\_\_\_\_  
*Please call Extended Studies first to reserve the room.*

**Please note: A separate Form E-T must be submitted for each section offered.**

SIGNATURES

1. Program/Center/Department – Director/Chair  


\_\_\_\_\_  
Date   6/4/08  

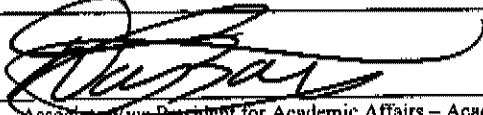
2. College Dean (or Designee)

The academic credentials of the instructor listed above are known to the Program/Center/Department (either regular faculty, or adjunct faculty with a curriculum vitae on file in the Program/Center/Department Office). The instructor is qualified to deliver the topic as described in part 9 (or on a previous Form T or Form E-T in the case of a topic that has already been offered).

  
3. Dean of Extended Learning (or Designee)

\_\_\_\_\_  
Date   06/05/08  

Completed form received in the Office of Extended Learning

  
4. Associate Vice-President for Academic Programs – Academic Programs

\_\_\_\_\_  
Date   6/5/08      (  2<sup>nd</sup> offering  )