California State University, San Marcos

FORM E-T

• 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

5. Term: Summer 2008 8. Variable Units* 2

6. Year: 2008 9. Has this topic been offered previously? Yes No
   If yes, indicate term(s): Spring 2008

7. Variable Units* 2 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 X 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.

Discipline Signature Date Support Oppose

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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 No

22. Enrollment Limit 25

23. Requested Bldg/Room ______________________________

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

SIGNATURES

1. Program/Center/Department - Director/Chair ______________________________ Date ____________

2. College Dean (or Designee) ______________________________ Date ____________

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 Affairs – Academic Programs ______________________________ Date ____________ 6/5/08 (2nd offery)

For Academic Programs Use Only: ______________________________ Revised 6/10/05

If form is not completed in ink, please call Extended Studies first to reserve the room.