



California State University
SAN MARCOS

Instructor/Course Proposal Application

Extended Learning, California State University San Marcos, San Marcos, CA 92096-0001 760-750-4020

Please complete this form and email to el.inquiry@csusm.edu or mail to California State University San Marcos, Extended Learning 333 S. Twin Oaks Valley Rd. San Marcos, Ca. 92096

Name: _____ Address: _____

City: _____ ST: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Teaching experience Academic Non-Academic

Teaching expertise (Topic/(s)) _____

Education (Check highest that applies) Field of study: _____

PH.D Masters Bachelor Associate Other: _____

Professional Certifications _____

Languages spoken _____

Topic teaching Interests _____

Teaching availability (Check all that apply) Weekdays Weekends Daytime Evening
San Marcos Campus Temecula Campus

Proposed course information

Purpose of Program/Course

Please describe why this program/ course is being recommended.

Course Description

Please describe the course in a concise narrative paragraph of approximately 125 words. Be specific by listing the subjects to be covered and indicating the benefits and/or transferable skills from participating in the course.

Course Objectives

Please describe what participants will be able to do after the completion of the course. No more than 6 objectives.

Name: _____

Course Topic Outline

Please list the topics that will be addressed. If there are multiple meetings or sessions, indicate each session's topic.

Course Agenda

Please submit an agenda for each session, including sub-topics.

Intended Audience

Please indicate, if intended for a specific audience or if there are any prerequisites

Number of Sessions/ Total Hours Total Sessions _____ Total Hours _____

Instructional Methods Please *check all that apply*

Class Discussion Group Work Field trips/ Off Campus
Student project Simulation online Hybrid
Other: _____

Course Evaluation/ Grading Criteria

Class Discussion Final Exam Class Attendance
Student Project Other: _____

Required textbooks, assessments and supplemental materials

Please list any materials required to teach this course.

Name: _____

Instructor Biography

Please write a brief description (of approximately 50-75 words.) Include; degree(s) and university(ies), your present title, company affiliation, relevant experience, and other pertinent information regarding your expertise.

Previous Course Offerings

Have you offered this course/topic to other educational institutions and/or professional organizations?

Yes No

If YES, please list the organization/ educational institution for whom you have presented and when

- Organization/ Educational Institution Name: _____ Date: _____
- Organization/ Educational Institution Name: _____ Date: _____
- Organization/ Educational Institution Name: _____ Date: _____

Thank you for taking the time to complete this Instructor/course proposal application. We will review your submission and contact you for follow up.

Additional comments