

Lewis-Clark S T A T E C O L L E G E

Connecting Learning to Life

CEU COURSE PROPOSAL/APPROVAL FORM

Date: _____

Program Title: _____

Target audience: _____

Location of Program: _____

Dates to be offered: _____

(1) Needs Assessment: Describe how the needs were determined for this program. Explain the process and who was involved.

(2) List or attach a list of the planned learning outcomes.

(3) List or attach a list of those involved in planning and instruction. Attach a brief vita of those involved in instruction.

(4) Attach a course outline. List the various types of instructional strategies which will be used.

(5) Explain the types of learning support and materials which will be provided.

(6) Explain how participants will demonstrate their attainment of the learning outcomes.

(7) Explain how the program will be evaluated by the participants and others if applicable. Attach a copy of any evaluation instruments which will be used.

(8) What are the requirements for satisfactory completion?

(9) Total number of contact hours: _____ Recommended number of CEU: _____

(10) Program Administrator: _____ Phone: _____

Approved for _____ CEU

not approved because of: _____

need more information about: _____

Reviewed by: _____ Date: _____
