



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.

**Community interest and coordination between ....** \_\_\_\_\_

(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.

**See attached Course Outline**

(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.

**Through the question-and-answer session and wrap-up discussion students can demonstrate their engagement with and understanding of the material.**

(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.

**Each student will be required to complete an SRI Form at the end of the Program (SRI Form attached)**

(8) What are the requirements for satisfactory completion?

**Attendance during all contact hours**

(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: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed/Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Kathy Martin, Dean  
Community Programs