Course Proposal

Please fill out (type or print) and return to WSU Retiree Center. A copy can also be e-mailed to you, call 507-457-5565. Additional paper can be attached if needed.

Proposed title: ________________________________

Term and year: Fall___________ Spring___________ (Please check and indicate year)

Enrollment Capacity _________

Length of course: 4 weeks _____ 5 weeks ______ 6 weeks ______

Preferred dates: ________________________________________________

Preferred class day: M    T    W    TH    F    (Please circle one day.)

Length of class period: 90 minutes _____ 2 hours _____

Preferred class time: ____________ (Please write in a specific time you prefer to teach, e.g., 1-2:30 p.m. Afternoon classes often work best.)

1.) Biographical information that reflects your interest/expertise on this topic.

2.) Provide a brief summary of the proposed course content and objectives. (2-4 sentences describing the content and course objectives that can be used for advertising the course.)
3.) Materials and equipment needed for the course.

4.) Include an outline/syllabus that briefly describes what you might cover each week. Length of course is Instructor’s choice – **usual minimum 4 weeks**. This helps the curriculum committee determine if there is sufficient material to span the entire term and is made available to students to determine if the class meets their needs.

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

**Written responses may be modified to meet space availability in the registration mailing and also to comply with the standards of WSU Retiree Center**

Send to: WSU Retiree Center
P.O. Box 5838
Winona MN 55987