

Western Nevada College  
Continuing Education  
**Course Proposal Form**

***Thank you for considering teaching through Continuing Education! We are passionate about meeting the needs of our students and our community by providing flexible pathways that inspire learning, and we look forward to hearing about how you'd like to contribute to this mission!***

***We encourage you to take some time with this form – it will help you answer some of the big questions that will guide the smaller decisions you make as you teach your course. In the long run, our experience has taught us that having a clear vision for these big questions ensures that you don't waste time going in the wrong direction when it comes to the smaller, day-to-day decisions. In other words, the more time you spend thinking about these questions, the more time you'll eventually save!***

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Preferred Teaching Location (you may choose one, several or all):

\_\_\_\_ Carson City    \_\_\_\_ Fallon    \_\_\_\_ Douglas

**A Few Things to Note**

A good partnership means that both parties know what to expect, so here are a few items to consider as you decide whether our program is a good fit for you:

- You're the expert on the best way to market your course. You know who your ideal student is and how to reach them. (If you don't yet, you'll figure it out as you complete this proposal form!) That means we will need your help marketing your course. Don't get us wrong – you're not on your own. But marketing your course works best when it's a team effort.
- Our brand and our reputation are a big part of the way that we get (and keep) students. It's important to us that we deliver on what we promise, so we have instructional design experts to help you get things just right. Sometimes that process can feel challenging, but we do it because we believe in what you have to offer and want to make sure your students get every last bit of the knowledge and skills you bring to the table.

- You might be surprised about the lack of logistical questions in this form (class size, time, etc.), but what matters to us right now is that you have something worth sharing with the community. We believe that's more important than which classroom you're in, so we focus on the idea first and the logistics later.

### **Course Information**

You can type out this information in a separate document, or just include it in an e-mail to us. Whatever format is easiest for you is fine with us!

1. What is the elevator pitch for your course? In other words, if you had 30 seconds to tell someone what the course is all about and why they should take it, what would you say? (You may find that it's easiest to answer this question last, after you've answered the others.)
2. What inspired you to propose this course? In other words, why does this idea exist, and why are you excited about it?
3. What is the need that exists in the community for a course like this? In other words, what is the thing that is currently missing that this course will create?
4. What will students walk away from your course having gained or learned? (Traditionally, we answer this question by listing "learning objectives," but don't feel like you have to write them in that sort of traditional, formal language. Just answer the question in a way that helps us understand what students will gain from taking your course.)
5. How will your course meet the learning objectives you've listed above? Or, to put it another way, what are the steps you will take to get students from needing the thing you listed in question 3 to having or achieving the things you listed in question 4?
6. Who is your ideal student? Describe them in detail – don't be afraid to get specific! (If you don't feel a little nervous that you're ruling out someone who might be interested in the class, you're probably not getting detailed enough.) What do they do for work? What are their hobbies? How old are they? What does their family situation look like? What's their financial situation? What is their learning style? What are they passionate about?

### **What's Next?**

- E-mail your completed proposal to [conted@wnc.edu](mailto:conted@wnc.edu) by September 9.
- You'll be notified of your proposal status by September 20.
- Accepted courses will meet with the Continuing Education Department to work out logistics and get feedback from our instructional designers