



Shawnee State University

University Outreach Services
Community Education Program

Course Proposal Form

Name				SS#		
	First	Middle	Last			
Address						
	Street			City	State	Zip
Phone Numbers						
	Home		Work	Cell	Other	
Email Addresses						
	Home			Work		
Place of Employment						
	Location			Position		
Have you worked at SSU before?						
				Yes	No	If so, when?
				In what capacity?		
Suggested Course Title						
Course Description (as you would like it to appear in the course catalog, ad, or other publication)						
Requested Dates & Times of Course						
	Start Time	End Time	Start Date	End Date	Total # of Sessions	
Number of Participants			Would you mind teaching only 1 student in a session?	Yes	No	
	Minimum	Maximum				
Room/Facility and Media Needs (Please check all NEEDS that apply)						
<input type="checkbox"/>	Tables & Chairs	<input type="checkbox"/>	Blackboard w/ chalk	<input type="checkbox"/>	Computer/computer lab	
<input type="checkbox"/>	Desks	<input type="checkbox"/>	Whiteboard w/ markers	<input type="checkbox"/>	Specific software (please list)	
<input type="checkbox"/>	Outdoors facilities	<input type="checkbox"/>	Overhead projector w/ screen	<input type="checkbox"/>	Access to printers	
<input type="checkbox"/>	Sink/access to water	<input type="checkbox"/>	Box light projector w/ screen	<input type="checkbox"/>	Access to internet	
<input type="checkbox"/>	Keyboard/Piano	<input type="checkbox"/>	TV/DVD Player	<input type="checkbox"/>	Other (please list)	
<input type="checkbox"/>	Exercise Mats	<input type="checkbox"/>	TV/VCR	<input type="checkbox"/>	Other (please list)	
<input type="checkbox"/>	Specific classroom set-up (please explain)					

Please provide a copy of your current resume and references with this proposal.

Please list any materials and supplies needed for this course:		
Item(s)	Cost	Where can the student obtain the item?
Total cost per student	\$	

Payment and Course Pricing Information

If your course is selected for inclusion in the Community Education Program, University Outreach Services will extend the offer of a Limited Term Contract to you for the length of the course. Each instructor is paid a flat fee per hour of classroom instruction (currently \$15-\$25 per hour) depending on the level of education required to teach the course and how long the instructor has taught with the Community Education Program. This rate is determined upon acceptance of the course. Instructors are paid according to the University's bi-weekly pay schedule upon successful completion of the course and receipt of student evaluations. **All instructors are required to participate in the Ohio retirement program (STRS or PERS) and must comply with Shawnee State University's established personnel policies and procedures as they pertain to limited term employment.** If you are a new instructor, you will be required to visit the Shawnee State University Human Resource department at least 2 weeks prior to the start date of your course to complete the appropriate paperwork.

The price of each course is set by University Outreach Services and determined by the total cost of instructional fees, materials, facilities, program advertisements, registration fees, and administrative costs. University Outreach Services reserves the right to cancel a course that does not meet enrollment minimum or if the instructor does not comply with established policies and procedures as stated previously.

Send completed proposal form and current resume to:

Shawnee State University University Outreach Services ATTN: Ginnie Moore 940 Second Street Portsmouth, OH 45662	Email... gmoore@shawnee.edu Fax...740.351.3598 Phone...740.351.3281 Toll free...1.866.672.8778 or 866.OSATSSU
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Please provide a copy of your current resume and references with this proposal.