



EXTENSION



COURSE PROPOSAL



How do I prepare a proposal for teaching a course at UWA Extension?

UWA Extension is the premier provider of adult learning opportunities in Western Australia. We deliver over 500 courses and enrol more than 12 000 students each year in our diverse programs. As part of our commitment to quality we insist on a high standard of course design, delivery and evaluation. The following information is provided to assist you to make an effective course proposal. Once we've received your proposal, we will encourage you to provide further information about yourself, your expertise and your experience in the subject area.

What information do I need to provide about my course ideas?

Your course title and description need to be succinct, clear and interesting. You will need to ensure that the description accurately covers what participants can expect to experience. In addition to the 50 word description used in the brochure and newspaper advertising, we require a more detailed outline for our website where your course description may be expanded up to 500 words. UWA Extension Program Managers may edit your suggested text.

Please submit the course information in the following format:

See also *sample course proposal on p3*

COURSE TITLE Short, catchy titles preferred

COURSE DESCRIPTION 50 words of text for brochure, up to 500 words for website

RECOMMENDED FOR A statement about your target audience

REQUIREMENTS Any pre-requisites, e.g. equipment, special clothing, fitness levels

COURSE CONTENT Detailed outline of each session and topics covered

OBJECTIVES Clear statement of what participants can expect to learn, bullet points preferred

PROPOSED FORMAT, DATES AND TIMES

The format of your course may vary according to the subject matter, skills required and the intended audience. For example, the course might work best by being offered for a few hours, one night per week over 4 weeks, or perhaps one full day on a weekend (usually to a maximum of 8-10 total hours). Occasionally, large one-off public lectures are also arranged. There are many variations that could work. UWA Extension Program Managers will discuss the best course format, dates and times with you.

TEACHING AIDS AND STUDENT REQUIREMENTS

Please indicate what teaching aids you will need, any venue specifications and any materials that students will need to participate in your course. If there are any limits on the minimum or maximum number of students, please note this as well. Any other resources you might need should be specified in case there are cost implications.

COURSE NOTES

Once your course proposal has been accepted, you may need to prepare a set of course notes as a learning resource for participants in your course. These notes should summarise the main teaching and learning points of the course and provide some reference to further learning. Course notes should be of high quality and be suitable for copying and publication. Where possible course notes should be prepared using Microsoft Word and sent electronically to UWA Extension. Depending on the course content and subject matter, the suitability of notes may vary and this can be discussed with the Program Manager. Course notes are required to be forwarded, electronically if possible, at least 10 working days before the commencement of the course.



What information do I need to provide about myself?

CURRICULUM VITAE AND TEACHING EXPERIENCE

Please provide a brief cv which demonstrates your experience, qualifications and teaching experience, relevant to the subject matter you propose to present.

TEACHING REFERENCES AND PREVIOUS EVALUATION MATERIAL

If you have references regarding your teaching performance or any that specifically relate to your experience presenting the proposed course, you are encouraged to include copies of these with your proposal.

PRESENTER PROFILE

Please provide a short written profile describing who you are and what your relevant qualifications and experience are in relation to your subject. This profile can be up to 300 words and will be used on our website to provide further information about you. You may like to include a website address if you have one.

PICTURE

We also request that you provide a recent picture of yourself that is suitable for viewing on our website next to your presenter profile. A digital version in JPEG or GIF format is preferred. Please choose a recent image in colour; head and shoulders only, plain light background, approx. 5-8cms in size.

Do I have to provide all this information at once?

No. Your first step will be to contact UWA Extension to discuss your ideas. The course title, description and proposed dates will need to be finalised early on to ensure sufficient lead time for the preparation of promotional material.

If you have any questions regarding your course proposal please don't hesitate to contact us.

COURSE PROPOSAL CHECKLIST

- Course title (10 words or less)
- Course description (concise description of what the course is about - 50 words or less)
- Web description (more detail up to 500 words)
- Recommended for (your target audience)
- Requirements (skill level assumed or materials learners will be required to bring with them)
- Course content (subject/skills to be covered in the course)
- Course objectives
- Format, dates and times
- Teaching aids and student requirements UWA Extension will need to supply
- Audio visual and venue requirements
- Minimum and maximum student numbers
- Course Notes

PERSONAL INFORMATION

- CV (including teaching experience)
- Previous reference or evaluation material
- Presenter Profile (summary of information about you, 300 words or less)
- Picture (electronic)



SAMPLE COURSE PROPOSAL

COURSE TITLE

POWERPOINT: CREATING PRESENTATIONS AND SLIDE SHOWS

COURSE DESCRIPTION

Create text, pictures, charts, sounds and videos and display them in the form of a computerised slide show with eye-catching special effects. This beginner course will guide you through all the major features of the program. Only basic mouse/keyboard skills required. Suitable for IBM-compatible or Macintosh computers.

RECOMMENDED FOR

Teachers, students, professionals and anyone who gives talks and presentations.

REQUIREMENTS

Basic mouse and keyboard skills.

COURSE CONTENT

- Work with Outlines
- Edit and format text
- Add Clip-Art and graphs
- Present the slide show
- Print the slides
- Create Charts

OBJECTIVES

Create a professional looking Powerpoint slide show that includes graphics, text, sounds, video, special effects and animation.

PROPOSED FORMAT, DATES AND TIMES

One full day e.g. Friday 9.30am-4pm May 24

TEACHING AIDS & STUDENT REQUIREMENTS

Air conditioned computer lab with up to 16 IBM or Macintosh computers. Internet Explorer version 5; on-line access to world wide web, printer, data projector, whiteboard, whiteboard markers. Student numbers dependant on available computers (max 16). No additional student requirements.

SAMPLE PRESENTER INFORMATION

PRESENTER NAME

Dr Nigel Dolan

CV AND TEACHING EXPERIENCE

CV to be provided by (day/month/year). See presenter profile and CV regarding teaching experience.

TEACHING REFERENCES AND EVALUATION MATERIAL

To be provided upon request.

PRESENTER PROFILE

Nigel Dolan is an information technology specialist with post-graduate degrees in educational psychology and educational technology. He has developed and taught computer-related courses to university staff and students, businesses, government organisations and the community, for over 15 years, and has consulted to many organisations. He has authored a computing handbook, edited and contributed to computing journals and publications, and has taught over 5000 UWA Extension students.

PICTURE

Electronic version supplied by email