

DIRECTIONS FOR COMPLETING COURSE AND WORKSHOP PROPOSAL FORMS

Please complete the course proposal form completely.

Instructor's name (name of the instructor of record) should be listed at the top of the form. If the grade sheet should be sent to another contact person's address, please indicate as follows:

Name: Mary Smith
Address: c/o Jane Doe, Alameda COE, 1111 Hayward Blvd.
City: Hayward, CA

Sponsoring Agency refers to those courses offered in cooperation with organizations such as local school districts, county offices, outreach organizations, training/consultant companies, etc. If you are a private instructor or consultant, or if you are offering this course through our regular Continuing Education catalog, you do not have to complete this line on the form.

Continuing Education units (CEU) may be offered as a requested credit level. The CEU is a nationally recognized unit of measurement for any of a variety of programs that may apply to relicensure (e.g., nurses, pharmacists, accountants), promotion, or career advancement. These units are not approved for academic degree credit, but *may be* applicable toward salary increments for teachers and other educators. These vary among school districts.

For **Continuing Education units** (CEU), 10 hours of contact time is required for each CEU, although fractions of CEUs (e.g., 3 hours = .3 CEUs or contact hours; 7 hours = .7 CEUs or contact hours) can be awarded. Lunch and breaks should not be counted towards the CEU total unless you have a luncheon speaker or a working lunch.

Classes can be offered for Continuing Education academic credit at the **upper-division level** (800-849). 15 hours of instruction equals one Continuing Education academic credit. These units are most commonly used by teachers for units toward salary increment. They are also used for the California Clear Credential, and some can be applied toward supplementary authorizations. Also, these units may qualify for corporate tuition reimbursement programs. Often, corporations require a letter grade for tuition reimbursement; therefore, your proposal would require an evaluation method. This type of credit's applicability toward any degree program is subject to determination by the academic department of a specific institution.

Graduate credit (850-899) requires the use of applied or theoretical research and more extensive out-of-class activities. 15 hours of instruction equals one Continuing Education academic credit.

Please put in the total course hours, excluding lunch and breaks. These are considered the class contact hours. As mentioned previously, lunch can be counted if there is a luncheon speaker for a workshop or conference, or if you have scheduled a working lunch. For academic course credit, 15 hours of contact time is required for each unit of credit.

Included with this proposal sheet, you will find the **Course Proposal Guidelines**. If you have already addressed these topics in another format, you do not need to re-submit the proposal to conform to the outline. HOWEVER, please be certain you cover all the major areas in the Guidelines, particularly the description, purpose, content, and evaluation. If you are part of the Cal State East Bay full-time faculty, you do not need to include a resume.

As a general rule, instructors must have a Master's degree in the course subject area or a related area. In the case of a conference with several presenters, the instructor of record must meet these qualifications.

Course approval may take up to a month. After the material is reviewed in our office, it is sent to the appropriate academic department for review. The department then sends a signed approval to Continuing Education, and we notify the instructor/agency.

For courses offered in our Continuing Education catalog as part of our regular offerings, the approval process is incorporated into our planning schedule. Instructors do not need to check on course approval unless the Program Administrator calls with a concern or problem. It is helpful for you to provide us with preferred days, dates, times, and location (e.g., Concord, Hayward, or Oakland) to expedite our scheduling. Also, keep in mind that the descriptive narrative will be important in our marketing of your course.

Contract courses are courses offered by another agency, district, or individual consultant at their choice of site and are advertised by them. Our only responsibility is approval of the credit option, entering students into our registration system, and issuing a grade report or record of course completion to them at the end of the semester. All other arrangements for the course (e.g., instructor salaries, publicity, room reservations, class materials and hand-outs, video arrangements, etc.) are the responsibility of the contract agency.

The course ending date determines when quarter grades are issued. Grades will be posted online after the conclusion of the quarter.