

CPCE Extension Course Proposal Contract

The Center for Professional
& Continuing Education (CPCE)
invites you to participate in
Pacific's Spring 2010
Extension Program!

**DEADLINE FOR Spring 2010
COURSE PROPOSALS IS
Friday, November 6, 2009**



University of the Pacific
Center for Professional & Continuing Education
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Deadline for Spring 2010 Course Proposals: Friday, November 6, 2009!

TO: Prospective CPCE instructor
FROM: Center for Professional and Continuing Education
DATE: September 8th, 2009
RE: CPCE Extension Course Proposal

We invite you to propose and teach a course for the Center for Professional and Continuing Education at University of the Pacific. Our division offers a variety of courses designed to meet the professional and personal needs of our community.

Enclosed you will find a Course Proposal Form, instructor policies and a return envelope. Please go to www.pacific.edu/cpce for an electronic version that can be returned to CPCE via email.

Please read the instructor policies carefully and **keep these pages for your records.**

Please keep the following in mind when completing your course proposal:

- **Attach a detailed course syllabus or outline to the proposal form.**
- **Attach your vitae or resume to the proposal form.**
- Minimum course enrollment for new courses **must** be set at 5.
- Minimum course enrollment for repeat courses **can be no higher than 8.**
- List any and all special needs, i.e. audiovisual, course material fee, special accommodations, etc.
- **February 20, 2010 is the earliest starting date for Asynchronous Online courses.**
- **February 20, 2010 is the earliest starting date for traditional In-Seat courses**
- Spring courses **must end by May 5, 2010.**
- Minimum price per unit is \$112. Minimum for non-unit course is \$89.
- Please do not schedule in-seat courses during the following holiday(s):
 - March 6-14, 2010 – Spring Break
 - April 3 & 4, 2010 – Easter Weekend

Course proposal forms that are returned to CPCE by the November 6th, 2009 deadline will be included in the catalog and on the website. CPCE cannot guarantee inclusion in the catalog for late submissions.

Thank you for your continued support. We look forward to receiving your course proposal and working with you in the coming months. Please contact CPCE at (209) 946-2424 or cpce@pacific.edu with questions or suggestions.

Additional Course Proposal Forms are available on the web at www.pacific.edu/cpce.

INSTRUCTOR POLICIES

September 10, 2009

To: CPCE Instructors

Re: Instructor Policies – **Please keep these instructor policies with your records.**

Enclosed is a Course Proposal Form for Spring 2010. For your convenience, course proposal forms are available for download at www.pacific.edu/cpce. **Please complete and return the proposal form as soon as possible.** Below you will find the most up-to-date and complete listing of CPCE's extension policies. **All course proposals must be accompanied by curriculum vitae or resume and course syllabus.**

1. Typically, instructors will be paid 50% of the total course tuition income, less materials/lab fees. Payroll is submitted at the end of each month for disbursement in the following month by the Payroll Department. **New instructors must fill out required paperwork in the Office of Human Resources at least two weeks prior to the start of the course.**
2. CPCE will allot \$2.00 per person per class for **approved** instructional materials. Instructors must submit an itemized list of expenses with receipt for reimbursement. If an instructor foresees incurring costs in excess of \$2.00 per student, please add additional fees to the cost of your course. Please indicate that this is an extra materials fee. Instructors will not be reimbursed for added material fees that are not used.
3. No course date changes will be accepted unless the instructor encounters a critical emergency.
4. The University will not guarantee instructor payment for students not on the roster at first class meeting. Instructors are paid based on the number of students registered in their course. If a student who has not paid attends a course, CPCE cannot pay the instructor. Please make sure that all of your students have registered through the CPCE office.
5. CPCE requests that all instructors assist with the marketing of their course. If you have a list of interested students, mailing list or a flyer/handout you would like produced or distributed by our office, please submit this information 4 weeks prior to the start of your course. This information must be approved by CPCE and is limited by copyright laws. CPCE will not guarantee production or distribution of materials submitted less than 4 weeks prior to course start date. Any promotion done outside of CPCE must be submitted to our office for approval prior to posting or mailing.
6. Please indicate all audiovisual needs on your Course Proposal Form. If you find you need audiovisual services not requested on your proposal, please do so by contacting our office as soon as possible. **CPCE cannot guarantee audiovisual services requested less than 2 weeks prior to course start date.**
7. If your course requires a textbook and you would like to make them available in our campus bookstore, you must contact the bookstore with your request 6 weeks prior to course start date. CPCE will not guarantee text availability if requested less than 6 weeks prior to course start date.
8. **Instructors must contact CPCE three days prior to course start date** to verify that minimum course enrollment has been reached. At that time, please arrange to pick up your course packet which includes sign-in rosters and grade sheets. Our office will use this packet and further memos to keep you updated on organizational and processing changes. Each packet contains instructions on completing sign-in rosters, submitting grades and student evaluations.
9. Grades **must** be submitted within 3 days following the course end date.
10. Please note that previously offered courses must retain the original course title. Courses are offered on a pass/no-pass basis.

We look forward to working with you in the coming months. If you have any questions please contact our office at (209) 946-2424 or cpce@pacific.edu.

University of the Pacific

Center for Professional and Continuing Education

Extension Course Proposal Form

Please type or print clearly. Signed & completed proposals are required for new and repeat courses.

Date: _____ New Course Repeat Course** (If checked, last time offered: _____
 (Titles for repeat courses cannot be changed)
 Changes to Repeat Course (Type of changes _____)

Proposed Course Title: _____

Instructor: _____ Pacific ID # _____

Home Mailing Address: _____

City/State/Zip: _____

Telephone: Day: () _____ Evening: () _____

Contact phone # (for students): () _____ Fax # () _____

E-mail address (required): _____

Are you a Pacific faculty/staff member? Yes _____ No _____ If yes, department? _____

CPCE will make every attempt to schedule your class on your 1st choice; however, please make sure that you are available for **ALL** dates/times for **BOTH** choices until we have finalized your schedule.

Preferred schedule for course:

	Day(s)	Date(s)	Start Time	End Time
1 st choice				
2 nd choice				

Choose only one of the following four options:

Extension Academic Units:	Number of units _____ (One extension unit = 15 contact hours, excluding breaks and meal hour.) <i>Extension courses are Academic units graded on a Pass/No Pass basis unless other arrangements are made.</i>
Continuing Education Units/hours:	Number of CEUs: _____ (One continuing education unit = 10 contact hours, excluding breaks and meal hour.) <i>CEUs are not academic units and are not applicable to a degree.</i> If applicable, type of CEU's being offered: MFT/LCSW _____ BRN _____ CAADAC _____
Professional Development Units for teachers:	Number of units _____ (One unit of professional development credit = 15 hours of study). <i>Professional development units are designed to meet the needs of graduate-level educators for professional upgrade and are transcribed, but not applicable to a degree at Pacific.</i>
Non-credit courses for Personal Enrichment	_____ Check here if you wish to offer a non-credit course for personal enrichment. NOTE: Personal enrichment/non-credit courses require a minimum fee of \$89.

Enrollment minimum: _____ maximum: _____

Course tuition proposed: _____ (Courses offering credit must charge no less than \$ 112.00 per credit offered.)

Do you plan to charge a materials fee for any additional supplies you will be providing for students? Yes _____ No _____

If yes, what materials will you provide? _____

Materials Fee proposed: _____ TOTAL COURSE FEE: _____

FOR OFFICE USE ONLY Date Entered CLW _____ Initials _____

Subj. & Course Number _____ CRN _____ Course Code _____ Activity Code _____

Program (if applicable) _____ Location _____ Date to Registrar _____

Program Coordinator _____ Date _____

Associate Provost _____ Date _____

***Astericized subjects must be completed in full each time)**

***Course syllabus required:**

Course syllabus or outline must accompany each proposal. A formal syllabus must be submitted prior to the start of class, if first submitting a course outline. (Please include any field trips or out of class assignments/projects. If you are planning to take the students off campus, additional paperwork will be required. Contact CPCE at (209) 946-2424 for more information.)

***Behavioral objectives/outcomes of this course:**

What will the students be able to do at the conclusion of this course that they could not do before? **How** will you assess this? (Upon what criteria are you basing your students' grade?)

***Course Description; 90 words or less:**

Please provide a brief course description suitable for our catalog and brochures. Include to whom the course is aimed, the focus, highlights, and benefits of the course, and related activities and teaching methods.

Check this box if you are providing a REVISED description of a course previously offered

The course description printed in Center for Professional and Continuing Education materials is the property of University of the Pacific. The Center for Professional and Continuing Education may change course descriptions regarding grammar, punctuation, style and length as needed.

***Marketing:**

Who is the target market for this course? Who do you envision taking this class? Are you planning on offering this course at another college/community college this semester?

***Instructor Biography, 40 words or less: (Please check one; must be completed each time offered)**

___ **New Biography** ___ **REVISED version of previous biography** ___ **Please use previous version**

Please write a biographical sketch of yourself that will help the audience understand your qualifications to teach this subject/course.

In addition, updated Instructor Vitae or resume must be submitted to CPCE.

Course Materials:

Please submit copies of all handouts you will be distributing in class for the course file.

Courses will not be approved without pre-approval of all materials being distributed.

Classroom needs or preferences?* (Room request, moveable seats, etc.) _____

**Note: Rooms will be scheduled based on campus efficiency; specific room requests are not guaranteed.*

Audio/visual equipment to instruct this course? Yes _____ No _____

If yes, please itemize ALL types of equipment and dates and times needed. _____

Any duplicating required for course? Yes _____ No _____

Please be aware that all materials to be duplicated must be received in our office at least four weeks prior to course start date. If this date cannot be met, please contact our office to make special arrangements. We cannot guarantee printing of any materials without sufficient notice.

CPCE adheres to all copyright laws. If you have permission to reproduce any publication that falls under these guidelines, you must submit a copy of that permission to our office. All handouts must be pre-approved by CPCE.

Textbooks required or recommended for course? Yes _____ No _____

If yes, please submit the book information in the spaces provided. (This information is required by our bookstore to process any orders at the beginning of the semester the course will be offered in.) **ALL FIELDS MUST BE COMPLETED**

Book Title: _____

Author: _____

Publisher: _____

ISBN #: _____ Approximate Price: _____

Required: _____ Recommended: _____

NOTE: Pacific Instructors offering Extension/Academic units must obtain the following signatures prior to submitting course proposal to CPCE.

My signature indicates that I have read, understand and agree to abide by the Instructor Policies issued by the Center for Professional & Continuing Education:

Signatures:

Instructor: _____

Date: _____

Department Chair: _____

Date: _____

(Print name) _____

Sponsoring Dean: _____

Date: _____

(Print Name) _____