



# Edgewood College

## Professional Development Course Proposal

Date: \_\_\_\_\_

New Course Proposal

Course Renewal

Proposal Author: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Instructor(s): \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Schedule - including date(s) and time(s):

\_\_\_\_\_

Course Location - including address and room #:

\_\_\_\_\_

Course Description:

Total Contact Hours: \_\_\_\_\_

One, two, or three credits or CEU's? \_\_\_\_\_

Open to persons from outside your organization?      Yes      No

If Yes, please list contact person or URL for registrations: \_\_\_\_\_

If location is at Edgewood, is technology support needed?      Yes      No

Credit Guidelines:

- 1 credit: minimum of 7 contact hours and full attendance;
- 2 credits: minimum of 7 contact hours, full attendance, and reflection on course learnings through assignments;
- 3 credits: minimum of 15 contact hours, full attendance, and application of course learnings through assignments.

Credit Guidelines for online learning

- 1 credit and 2 credits: minimum of 10 online hours; 2 credits only: reflection on course learnings through assignments.
- 3 credits: minimum of 20 online hours, and application of course learnings through assignments.

CEU Guidelines

10 contact hours are equal to 1.0 CEU

Participants: (Describe intended participant groups)

Participant

Outcomes: (What participants should know and be able to do upon completion of course)

Assessment of

Learning: (Describe evidence/data that will be collected to assess participant outcomes including artifacts and assignments)

If applicable, Relationship to Wisconsin Teacher and/or Administrator Standards: (Note which standards are addressed in your course)

<http://dpi.wi.gov/tepd/programs/standards/teacher>  
<http://dpi.wi.gov/tepd/programs/standards/administrator>

Delivery Method:

- |              |                          |                  |                          |
|--------------|--------------------------|------------------|--------------------------|
| Face to Face | <input type="checkbox"/> | Predominantly    | <input type="checkbox"/> |
|              |                          | Online (80%-99%) |                          |
| Fully Online | <input type="checkbox"/> | Blended Online   | <input type="checkbox"/> |
|              |                          | (50%-79%)        |                          |

**Please submit a professional resume/CV with instructor's first course proposal, if instructor is not an Edgewood faculty member.**

**Please return completed proposal 3 weeks before course startdate**

**Via email to: [ksyke@edgewood.edu](mailto:ksyke@edgewood.edu)**

**OR mail to: Ken Syke, Professional Development Outreach Coordinator  
Edgewood College 1255 Deming Way Madison, WI 53717**

**OR fax to: 608-663-3496**

**For Office Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean for Academic Operations