

**Program Proposal**  
UNIVERSITY OF CINCINNATI  
Communiversi

**I. Instructor information:**

Name

Complete Mailing Address

Telephone (Home)

(Business)

(Fax)

Email Address

Website Address

Degree(s)/Education

Background/experience summary qualifying you to teach this class (bio for catalog):

List two references (with phone #'s): and state their business relationship to you:

*(You Must Enclose a Copy of Your Resume)*

**II. Course information:**

Title

Description of your proposed course (75 words or less):

**III. Scheduling and Special Needs:**

# of sessions:                      Day of week:                      Time: from                      to

Maximum class size:                      (limit)

Special facility needs: Classroom/ studio/ desks/ movable chairs/ near water

Audio/visual equipment

Room/Building Preference (if any)

**IV. Fees and Materials:**

Suggested Fee: (If you have an idea of market value)

Photocopying: (approximate # of pages per student)

Supply Fee to Instructor (if applicable) \$                      to cover cost of

OR I prefer to have students purchase their own supplies and have included a supplier/price list

Text: (if applicable):                      Recommended                      Required

Title

Author/editor

Publisher

Edition

ISBN

**V. Compensation:**

Do you plan to work as (check as many as apply)

Volunteer Instructor

Paid Instructor (at 32% of course revenue)

Do you want your compensation to come to:

Your Company or  You as an Individual

Are you currently on faculty/staff with UC?

If yes, what is your Primary Dept.?

Name and number of Business Office Contact?

## Course Syllabus

Overall course objective:

*Communiversiity classes meet anywhere from 1 to 10 times, and from 2 to 6 hours per session. Determine number and length of sessions by the amount of material you want to cover to reach class objectives. This outline will help you structure your lesson plans and must be completed for a new course to be considered.*

	Topics/Objectives	Activities/Methods
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

**Return to: Communiversiity (Attn: Donna Burns), Continuing Education,  
University of Cincinnati, PO Box 210093, Cincinnati, OH 45221-0093  
OR email to [Donna.Burns@uc.edu](mailto:Donna.Burns@uc.edu)**