

# STOCKTON UNIVERSITY | CONTINUING STUDIES

## Course Proposal and Outline Form

Thank you for your interest in proposing and/or teaching a Continuing Studies course at Stockton University. Please complete and return this form to the Continuing Studies Office for each course you wish to teach.

Please attach a copy of your resume or vitae. If you are recommending a course or program that will require state approval, please be sure to indicate your professional credentials. If the course will be offered to students under 18, we will require original copies of your clearances.

Please let us know if you have a particular preference for course dates, days and times. We will do our best to accommodate you. If your course is approved, we will inform you and invite you to meet with us prior to your course being scheduled.

Instructor Name: \_\_\_\_\_

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

City		State	Zip
Phone:	Cell	Daytime	Evening

Email address (this is how we will communicate with you): \_\_\_\_\_

NAME OF COURSE: \_\_\_\_\_

Brief Course Description to be published in our brochure: \_\_\_\_\_

Who would be interested in taking this course? Why? \_\_\_\_\_

Any Class Materials (including textbook) <input type="checkbox"/> Yes <input type="checkbox"/> No	Types: <small>We will duplicate printable material</small>	Approximate Cost of Materials for Course:
Proposed Date(s):	Total Course Hours	Equipment or Room Needs?
Is class size limited? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the limit?	

Ages of Students (if children's course) \_\_\_\_\_

Available to teach at following location(s):	<input type="checkbox"/> Galloway <input type="checkbox"/> Manahawkin	<input type="checkbox"/> Hammonton <input type="checkbox"/> Woodbine*	<input type="checkbox"/> Atlantic City* Other: _____
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\*Priority will be given to courses proposed for the Atlantic City and/or Woodbine campuses.

Course Learning Outcomes (identifies knowledge and/or skills students can expect to acquire upon completion of course– separate sheet may be attached, if necessary):

Course Topical Outline (a planned sequence of topics or learning activities for each session designed to help students achieve the learning outcomes – a separate sheet may be attached if necessary):

Reference, resource or learning materials to be used by students (includes text, audio/visuals, manuals, handouts, art supplies, etc.):

Additional Comments:

**RETURN COMPLETED FORM TO:** [ContinuingStudies@Stockton.edu](mailto:ContinuingStudies@Stockton.edu) or  
Stockton University, Office of Continuing Studies, 101 Vera King Farris Drive, Galloway, NJ 08205

THANK YOU! WE LOOK FORWARD TO YOUR PARTICIPATION! YOU WILL BE CONTACTED ONCE YOUR PROPOSAL IS REVIEWED BY THE CONTINUING STUDIES STAFF.