



EXTENDED STUDIES COURSE AND WORKSHOP PROPOSAL FORM

TEACHER/PRESENTER INFORMATION

Full Name:

Ending Title/Degree:

Phone 1:

Street Address:

Phone 2:

City, State, Zip:

Email:

Website:

Additional Contact Information:

QUALIFICATIONS/CREDENTIALS

Degrees/Certification:

- Please list your degrees and/or certifications, the granting universities and/or organizations, and the dates granted. If your proposal is accepted, you will be required to provide documented proof of these accomplishments.

References:

- Please list three professional references who are familiar with your work include name, phone number and email.

Do you have teaching experience: Yes No

- If yes, where? When? What subject/s?
- What was the cost of the workshop or class you previously taught?
- How many people attended?

Please describe your method of teaching, and any modalities that apply:

Why are you interested in teaching at Naropa?

Who do you think would be interested in taking your course? Please be specific.

What can a participant in your workshop/class expect to gain from taking your course?

How can the knowledge gained from taking your course apply to a participant's professional development?

Do you have an email mailing list that you would be willing to make available to Naropa University's School of Extended Studies for marketing purposes?

Yes No

- If yes, how many Boulder/Denver area names does it contain?
- What is the source of the mailing list?

Most questions regarding our classes and workshops are well answered by our staff. Occasionally, a student asks a question that only you could answer. If your course is selected are you willing to be contacted by participants before the class/workshop?

Yes have them call me at: _____ and/or send an email to: _____
 No, I prefer that someone from Naropa call me for additional information rather than a student.

What else can you tell us that would assist us in reviewing your proposal?

MATERIALS

Will you have a list of materials students will need to purchase for your program?

Yes No

- If yes, please list here:

Will you provide materials for your students (book/s, paper, hand-outs, art supplies, etc.)?

Yes No

- If yes, please list here:

- If yes, will what is the appropriate charge for the materials

None \$ _____

Please note: Naropa University will collect materials fees from participants. Instructor will be reimbursed for costs upon presentation of receipts.

SPACE AND EQUIPMENT NEEDS

Please describe the physical space required for your course: Will your class produce loud sounds?

Does it require a quiet space? Room for movement?

Please list all equipment that you will need to teach this course including: projection screens, TV/DVD, flip charts, LCD projector, public address system, etc.

DATES AND TIMES

During fall and spring semesters, we offer ongoing classes as well as weekend workshops. Ongoing courses usually meet once per week in the evenings or Saturdays. If your proposal is accepted, our programmers will contact you to schedule your program. We make every effort to provide the days and times presenters prefer, but we request that you remain flexible since our schedule is based on number and diversity of offerings, as well as non-competition of subject areas.

Preferred Times for Weekend Workshops

The weekend format is generally Friday: 7 – 9 pm, Saturday and Sunday: 10 am – 5 pm. Times can be slightly adjusted as needed and Friday evening can be eliminated if a two-day (Saturday – Sunday) workshop is proposed.

Please describe the time frame of your proposed course. Examples: weekend workshop, two-day workshop, one evening a week for four weeks, etc.

Please list preferred Dates, Days, and Times:

SIGNATURE

I affirm that the information in this document and all attached documentation reflect true statements about my credentials and furthermore the proposed course is of my original design. I understand that the School of Extended Studies reserves the right to edit my title, course copy, and biography for style and expression. ES will make final decisions on class locations and minimum and maximum enrollments. Signing this document is not a contract to produce the proposed course, nor an assumption that the proposed course/workshop will be offered by Naropa University.

_____ Date _____
Signature of instructor

_____ Date _____
Signature of co-instructor

Thank you for taking the time to submit this application. Your proposal will be reviewed by the Programming Committee. We cannot comment on the status of your proposal until our selections have been finalized. If you have questions about this form email us at extend@naropa.edu.