



## EXTENDED STUDIES COURSE AND WORKSHOP PROPOSAL INFORMATION

### REQUIREMENTS FOR COMPLETED COURSE PROPOSAL SUBMISSIONS

- Completed Extended Studies Course/Workshop Proposal Form
- Resume or CV
- Course/workshop Syllabus including the following information:
  1. Title of course or workshop
  2. Name and contact information for the instructor
  3. Co-Teacher if applicable
  4. Subject, field, or course content
  5. Week by week or weekend workshop schedule of topics covered within the course
  6. Teaching methodology (e.g. lectures, open discussions, specific experiential exercises, meditation, etc.)
  7. Text or articles that may be referred to, used or on which the course may be based
  8. Goals and objectives of the course: describe what you expect students to gain from the course
- Additional materials that would be helpful in evaluating your proposal
- Course description (100 word maximum) for marketing purposes  
The course description should cover the content, format, and requirements of your class. Please include who should take this course, why they should take it, and what they will learn. This description will be used in promotional materials if your course is selected
- Instructor Biography (50 word maximum) and recent photo of yourself in jpeg format  
Biography and photo will be used in promotional material if your course is selected

### SUBMISSION PROCEDURES AND DEADLINES

Mail completed Course Proposal Packet to:

Naropa University School of Extended Studies  
Attention: Jessica Bowser  
2130 Arapahoe Ave.  
Boulder, CO 80302

#### Proposal Deadlines

Proposals will be accepted on a rolling basis. If an applicant desires to conduct the course/workshop during a specific semester the dates below should be taken into consideration.

Preferred consideration for **Spring 2010** semester (January – May) is October 1, 2009.

Preferred consideration for **Summer 2010** semester (June – August) is January 5, 2010.

Preferred consideration for **Fall 2010** semester (September – December) is March 30, 2010.

#### General Procedures

- General questions can be sent to [extend@naropa.edu](mailto:extend@naropa.edu) (please allow 3-5 business days for reply)
- Compensation will be determined by a revenue sharing agreement between the presenter(s) and Naropa
- We are not able to return any materials (books, pamphlets, DVDs) submitted with your course proposal packet
- Individual Course/Workshop Proposal Packets must be submitted for each workshop or class proposed
- If you are planning to present this material in the Boulder/Denver area within two months before or after your engagement at Naropa University, you must inform the Extended Studies Department prior to finalizing a contract
- An email will be sent to you within five business days of receiving your proposal to confirm that we have received your packet. Please allow up to six weeks for a final decision on the proposal.
- This process is for noncredit Extended Studies offerings only. If you would like to submit a course proposal for academic credit only, please contact the appropriate academic department.