

## COURSE PROPOSAL FORM

PROPOSAL FORMS ARE DUE **NO LATER THAN APRIL 15** FOR FALL SEMESTER AND **NO LATER THAN OCTOBER 15** FOR SPRING.

COURSE TITLE \_\_\_\_\_

**Please attach, to this form, a complete course outline/syllabus**

*In the space provided, but using no more than 50 words, write a brief description of the course*

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**PROPOSED SCHEDULE:** (Please make sure the schedule you are proposing is accurate [i.e., days and dates match] and allows for Loyola Marymount University Holidays)

Start Date: \_\_\_\_\_ End Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Day:                              
         Mon    Tues.    Wed.    Thurs.    Fri.    Sat.    Sun.

WHO IS THE TARGET AUDIENCE? \_\_\_\_\_

PLEASE IDENTIFY WAYS TO REACH THIS AUDIENCE:

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LIST THE LEARNING OBJECTIVES AND ANTICIPATED OUTCOMES:

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BRIEFLY OUTLINE THE TEACHING METHODOLOGY TO BE EMPLOYED  
(e.g., Online, Classroom lecture, etc.)

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LIST SPECIAL NEEDS FOR THE COURSE, (e.g., special facility, equipment)

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**INSTRUCTOR INFORMATION, PLEASE COMPLETE ALL FIELDS.**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Email 1 \_\_\_\_\_ Email 2 \_\_\_\_\_

Legal Name (if other than stated above) \_\_\_\_\_

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**BIOGRAPHY**

**Please attach a current CV**

*Using the space provided, please write a brief biography (limit 25 words.)*

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Course Number:	Semester Hours:	Tuition:
Grade Mode:		Lab Fee:
Detail Code:	Salary Terms:	
Salary Account:		
Deposit Account:		

**RETURN THE COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:  
LMU Extension, 1 LMU Drive, Suite 1840, Los Angeles, CA 90045-2659**