The Center for Professional & Continuing Education (CPCE) invites you to participate in Pacific’s Fall 2010 Extension Program!

DEADLINE FOR Fall 2010 COURSE PROPOSALS IS Friday, June 18, 2010
INSTRUCTOR POLICIES

April 1, 2010

To: CPCE Instructors
Re: Instructor Policies – Please keep these instructor policies with your records.

Enclosed is a Course Proposal Form for Fall 2010. For your convenience, course proposal forms are available for download at www.pacific.edu/cpce. Please complete and return the proposal form as soon as possible. Below you will find the most up-to-date and complete listing of CPCE’s extension policies. All course proposals must be accompanied by curriculum vitae or resume and course syllabus.

1. Typically, instructors will be paid 50% of the total course tuition income, less materials/lab fees. Payroll is submitted at the end of each month for disbursement in the following month by the Payroll Department. New instructors must fill out required paperwork in the Office of Human Resources at least two weeks prior to the start of the course.

2. CPCE will allot $2.00 per person per class for approved instructional materials. Instructors must submit an itemized list of expenses with receipt for reimbursement. If an instructor foresees incurring costs in excess of $2.00 per student, please add additional fees to the cost of your course. Please indicate that this is an extra materials fee. Instructors will not be reimbursed for added material fees that are not used.

3. No course date changes will be accepted unless the instructor encounters a critical emergency.

4. The University will not guarantee instructor payment for students not on the roster at first class meeting. Instructors are paid based on the number of students registered in their course. If a student who has not paid attends a course, CPCE cannot pay the instructor. Please make sure that all of your students have registered through the CPCE office.

5. CPCE requests that all instructors assist with the marketing of their course. If you have a list of interested students, mailing list or a flyer/handout you would like produced or distributed by our office, please submit this information 4 weeks prior to the start of your course. This information must be approved by CPCE and is limited by copyright laws. CPCE will not guarantee production or distribution of materials submitted less than 4 weeks prior to course start date. Any promotion done outside of CPCE must be submitted to our office for approval prior to posting or mailing.

6. Please indicate all audiovisual needs on your Course Proposal Form. If you find you need audiovisual services not requested on your proposal, please do so by contacting our office as soon as possible. CPCE cannot guarantee audiovisual services requested less than 2 weeks prior to course start date.

7. If your course requires a textbook and you would like to make them available in our campus bookstore, you must contact the bookstore with your request 6 weeks prior to course start date. CPCE will not guarantee text availability if requested less than 6 weeks prior to course start date.

8. Instructors must contact CPCE three days prior to course start date to verify that minimum course enrollment has been reached. At that time, please arrange to pick up your course packet which includes sign-in rosters and grade sheets. Our office will use this packet and further memos to keep you updated on organizational and processing changes. Each packet contains instructions on completing sign-in rosters, submitting grades and student evaluations.

9. Grades must be submitted within 3 days following the course end date.

10. Please note that previously offered courses must retain the original course title. Courses are offered on a pass/no-pass basis.

We look forward to working with you in the coming months. If you have any questions please contact our office at (209) 946-2424 or cpce@pacific.edu.

Rev date 10/10/07
University of the Pacific  
Center for Professional and Continuing Education  
Extension Course Proposal Form

Please type or print clearly. Signed & completed proposals are required for new and repeat courses.

Date: ____________  □ New Course  □ Repeat Course** (If checked, last time offered: ____________________________  
(Titles for repeat courses cannot be changed)
□ Changes to Repeat Course (Type of changes ____________________________ )

Proposed Course Title: _______________________________________________________________________________________

Instructor: _______________________________________________ Pacific ID # ___________________

Home Mailing Address: _______________________________________________________________________________________

City/State/Zip: ___________________________________________  

Telephone: Day: (   ) _______________________________________________________________________________________
Evening: (   ) _____________________________________________________________________________________________

Contact phone # (for students): (   ) __________________________________________________________________________
Fax # (   ) ________________________________________________________________________________________________

E-mail address (required): ____________________________________________________________________________________

Are you a Pacific faculty/staff member?   Yes_____ No_______  If yes, department? ________________________________

 Preferred schedule for course: CPCE will make every attempt to schedule your class on your 1st choice; however, please make sure that you are available for ALL dates/times for BOTH choices until we have finalized your schedule.

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Choose only one of the following four options:

| Extension Academic Units: Number of units _______  (One extension unit = 15 contact hours, excluding breaks and meal hour.)  
Extension courses are Academic units graded on a Pass/No Pass basis unless other arrangements are made. |
|--------------------------------------------------------------|
| Continuing Education Units/Hours: Number of CEUs: _______  (One continuing education unit = 10 contact hours, excluding breaks and meal hour.)  
CEUs are not academic units and are not applicable to a degree.  
If applicable, type of CEU’s being offered: MFT/LCSW _______ BRN _______ CAADAC ___ |
| Professional Development Units for teachers: Number of units _________  (One unit of professional development credit = 15 hours of study).  
Professional development units are designed to meet the needs of graduate-level educators for professional upgrade and are transcripted, but not applicable to a degree at Pacific. |
| Non-credit courses for Personal Enrichment: ________  Check here if you wish to offer a non-credit course for personal enrichment.  
NOTE: Personal enrichment/non-credit courses require a minimum fee of $89. |

Enrollment minimum: _________  maximum: __________

Course tuition proposed: ____________________________ (Courses offering credit must charge no less than $112.00 per credit offered.)

Do you plan to charge a materials fee for any additional supplies you will be providing for students?   Yes_____ No _____

If yes, what materials will you provide? __________________________________________________________________________

Materials Fee proposed: _______________  TOTAL COURSE FEE: ______________________________

FOR OFFICE USE ONLY  
Date Entered CLW ____________ Initials ______________

Subj. & Course Number ____________ CRN ____________ Course Code ____________________________ Activity Code ______

Program (if applicable) ____________ Location ____________________________ Date to Registrar ____________

Program Coordinator ____________________________ Date ____________________________

Associate Provost ____________________________ Date ____________________________
*Astericized subjects must be completed in full each time*

**Course syllabus required:**

Course syllabus or outline must accompany each proposal. A formal syllabus must be submitted prior to the start of class, if first submitting a course outline. (Please include any field trips or out of class assignments/projects. If you are planning to take the students off campus, additional paperwork will be required. Contact CPCE at (209) 946-2424 for more information.)

**Behavioral objectives/outcomes of this course:**

What will the students be able to do at the conclusion of this course that they could not do before? How will you assess this? (Upon what criteria are you basing your students' grade?)

**Course Description; 90 words or less:**

Please provide a brief course description suitable for our catalog and brochures. Include to whom the course is aimed, the focus, highlights, and benefits of the course, and related activities and teaching methods.

☐ Check this box if you are providing a REVISED description of a course previously offered

*Marketing:

Who is the target market for this course? Who do you envision taking this class? Are you planning on offering this course at another college/community college this semester?

**Instructor Biography, 40 words or less:** (Please check one; must be completed each time offered)

___ New Biography  ___ REVISED version of previous biography  ___ Please use previous version

Please write a biographical sketch of yourself that will help the audience understand your qualifications to teach this subject/course. In addition, updated Instructor Vitae or resume must be submitted to CPCE.
Course Materials:
Please submit copies of all handouts you will be distributing in class for the course file.
Courses will not be approved without pre-approval of all materials being distributed.

Classroom needs or preferences?* (Room request, moveable seats, etc.) ____________________________
____________________________________________________________

*Note: Rooms will be scheduled based on campus efficiency; specific room requests are not guaranteed.

Audio/visual equipment to instruct this course? Yes______ No _____
If yes, please itemize ALL types of equipment and dates and times needed. __________________________
____________________________________________________________

Any duplicating required for course? Yes______ No _____
Please be aware that all materials to be duplicated must be received in our office at least four weeks prior to course start date. If this date cannot be met, please contact our office to make special arrangements. We cannot guarantee printing of any materials without sufficient notice.

CPCE adheres to all copyright laws. If you have permission to reproduce any publication that falls under these guidelines, you must submit a copy of that permission to our office. All handouts must be pre-approved by CPCE.

Textbooks required or recommended for course? Yes______ No _____
If yes, please submit the book information in the spaces provided. (This information is required by our bookstore to process any orders at the beginning of the semester the course will be offered in.) ALL FIELDS MUST BE COMPLETED

Book Title: ____________________________
Author: _______________________________
Publisher: ____________________________
ISBN #: ______________________________ Approximate Price: _____________________________
Required: ________ Recommended: ___________

NOTE: Pacific Instructors offering Extension/Academic units must obtain the following signatures prior to submitting course proposal to CPCE.

My signature indicates that I have read, understand and agree to abide by the Instructor Policies issued by the Center for Professional & Continuing Education:

Signatures:
Instructor: ________________________________ Date: ________________
Department Chair: __________________________ Date: ________________
(Print name) ________________________________
Sponsoring Dean: __________________________ Date: ________________
(Print Name) ________________________________