



SUNYADIRONDACK

Continuing Education

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BUSINESS AND CAREER COURSE PROPOSAL FORM

In recognition of SUNY Adirondack's mission of service to the community, the College provides a variety of short-term, non-credit courses and workshops designed to meet adult needs, interests, schedules and lifestyles. Our office offers non-credit courses supporting career preparation and professional development across a range of industries. All courses are open to the general public regardless of previous educational background and do not require exams, homework or grades. If you have an idea for a non-credit course focused on business or career development skills, please fill this form out as completely as possible and attach your resume and any additional information that would help us assess the appropriateness of this course and its relevance to the professional development needs of individuals and organizations in our community.

Date: _____

Personal Information

Name: _____ Home/Cell Phone: _____

Address: _____ Business Phone: _____

_____ E-mail: _____

Current Employer: _____ Position: _____

Proposed Course Information

Proposed Course **Title:** _____

Please write a brief **description** of the proposed course. (Attach an extra sheet if necessary.)

Describe the intended **audience** you wish to reach.

Please explain any course **prerequisites**.

Indicate any equipment, special facilities, or **instructional supplies needed**.

(The Office of Continuing Education staff will arrange for audio/visual equipment and make copies of handouts.)

Please list any required **student course materials**, with estimated costs.

What days/times would best suit **your schedule**?

Length of each Session(s):

What would be the ideal **Number of Session(s)**:

What would be the ideal **Class Size**: (Minimum is generally between 8 and 10.)

What is the **average tuition charged** for this course?

\$

What is your **hourly rate**?

\$

Are you **flexible** on your rate if a low enrollment situation arises?

Would we be **contracting** with you personally to offer this course or would we be contracting with a business?

If we would be contracting with a business, please include the full name of the business below.

Have you taught this course in the past?

Please attach a current resume and describe below your **education and/or expertise** relevant to instructing this course.

(Attach extra sheets if necessary.)

Please list the names, email addresses, and phone numbers of **three references** who are able to express opinions regarding your expertise in this area.

1.

2.

3.
