

Instructions for the Online Off Campus (Professional Development) Course Proposal Form

The College of Education, Health and Human Sciences online proposal form can be found at:

<https://www.uidaho.edu/ed/resources/pd/course-proposal>

Here are instructions and information for filling out the online form when submitting a proposal for Professional Development credit:

- Semester: This is based on the [U of I Academic Calendars](#). The course will be listed in whichever semester the start date falls.
- Subject: There are several options based on the target audience. These are the most common:
 - EDCI – Teachers
 - EDSP – Special Education
 - CTE – Career and Technical Education
 - EDAD – Administrators
 - ED – Technology Related Personnel
 - AOLL – Adult Organizational Learning & Leadership
 - PEP – Physical Education
 - DAN – Dance
- Course Type & Number: Most Professional Development is offered at the Graduate level (505). The UI will assign a specific section number to your course. However, Undergraduate credit is also available (405).
- Course Title: The course title should be descriptive but succinct. It can be any length, but it will be abbreviated to 27 characters for the transcript and course schedule due to space limitations. Our staff will abbreviate in a way to maintain the basic thematic meaning of the course.
- Prior Approved Course: Has this course been offered in past semesters and been given approval at that time?
- Campus Location: Typically choose the campus closest to the physical location. If all instruction is online, choose "Online (Ed Outreach)." If you are unsure, choose "Other Location," and we will make a determination.

Moscow

- Boise
- CdA
- Online (Ed Outreach)
- Idaho Falls
- Other Location

- Meeting Location (City, State) / Building Address / Classroom: Physical location details where the class will be held.
- Type of Credit: Fixed is most common and is simply that the number of credits available will be the same for every student enrolled in the course. Variable means that some students will have an opportunity to earn more credits for more work.
- Number of Credits: This is based on the number of hours of instructor contact and academic work expected. One credit hour is equivalent to 15 hours of academic work, which can be a combination of facilitator-led or directed academic activities.
- Grading: This will typically be Pass/Fail, but a letter grade option is available.
- Minimum Class Enrollment: You can set this as low as you want
- Maximum Class Enrollment: Try to set this above what the expected student numbers are. If there are more registrations received than this number allows for it is possible to do an override, but the Registrar will need to check with the instructor each time
- Starting Date: The first day of the course.
- Ending Date: The last day of the course or the date when final projects are due. Grades will be due 72 hours after the end date, or by noon on the Tuesday following the end of the semester, so keep that in mind when you set it.
- Days of the Week: Days you will meet if on a set pattern (e.g., MWF each week).
- Meeting Dates: Specific dates you will meet, if random (e.g., Jan. 3, Feb. 2, Mar. 7, etc.).
- Time: Meeting time for the days listed above.
- Instructor Name: Name of primary instructor — this is the person who will be in charge of submitting grades.
- V Number: UI's identification number. If you have taught a PD course with UI before, you have been assigned a V#. If not, leave this blank. If you have a V# but don't remember it, it would be helpful to get this number from Jennifer Kay (jkay@uidaho.edu) for future use as it expedites the process.
- Email Address: Best email address with which to reach you.
- Primary Phone: Best phone number at which to reach you.
- Alternate Phone (optional): A second phone number we can reach you at if necessary.
- Home Mailing Address: There are times we must be able to reach our Professional Development instructors. We need to have every possible way of contacting you. Requesting this information each time assists us in keeping our records up to date.
- Rationale: Why are you proposing this course, how does it relate to participant needs, professional requirements and community needs?
- Target Audience: Teachers, counselors, administrators...
- Prerequisites: This can be left blank, although what you put here will be listed on the class schedule and may prevent incorrect registrations (Ex – "Coeur d'Alene District Teachers Only")

- Confirmation of Credit Hour Fulfillment: You must confirm your coursework will meet the 15-hour-per-credit workload requirement.
- Monitoring Provisions: How will the instructor know that students have put work in outside of the direct contact hours?
- Textbooks: List any books or resources students will be required to have.
- Fee Category: Professional Development courses are offered at the In-Service Rate. This is currently set at \$60 per credit for EHHS.
- Submitted By: Name of person completing the form – not necessarily the instructor.
- Submission Date: Today's date.

A syllabus for the course must be uploaded at the time of submission. Proposed syllabus templates are available on our website. There is a simplified PD version, or you can use the standard graduate or undergraduate versions Curriculum and Instruction currently utilizes for all of their courses.

A current CV or resume for the instructor must be uploaded at the time of submission.

A course section number will be assigned to your course, along with a CRN. A registration form with this information will be emailed to you once the approval process has been completed. Please provide this form to students. It serves as both non-degree admission application and course registration form.

If you have any problems or questions, please contact:

Jennifer Kay
University of Idaho
College of Education, Health & Human Sciences
CDA Harbor Center
208-292-2519
jkay@uidaho.edu