

**Proposal and Application for Teaching a Non-Credit Course
LSUE Office of Continuing Education**

P.O. Box 1129 * Eunice, LA 70535 *(337) 550-1390 *Fax (337)550-1393

I. Course Description (To be completed by the prospective instructor)

Course Title: _____

Instructor _____ Social Security Number _____

Co-instructor _____ Social Security Number _____

Have you previously taught non-credit courses at LSUE? ____ Yes ____ No

If "yes," what was the name of the course and when did you last teach it?

Special credentials and/or qualifications for teaching this course: _____

Your level of educational/professional attainment (check all that apply):

___ high school diploma ___ professional certificate or license ___ associate or bachelor's degree ___ graduate or professional degree(s)

Work Address: _____

Work Phone: _____ Email: _____

Home address _____ Home Phone _____

Brief, accurate description of the course (maximum 100 words):

Proposed Number of Class Meetings _____ Proposed Meeting Dates _____

Proposed meeting times _____ Does this class lead to a certification or license? __ Yes __ No

If yes, specify the license or certification _____

Special facilities and/or equipment needed for this class: _____

Please attach a course syllabus to this proposal showing an outline of course content and a meeting-by-meeting sketch of topics and activities. If the course is approved, provide a copy of this syllabus for each student in your class on the first class meeting.

II. Instructor's Cost Analysis (to be completed by the instructor)

Optimum enrollment range (minimum-maximum number of students) _____

Your salary expectation for teaching the course \$ _____

Salary expectation for co-instructor \$ _____

*Cost per student required for books, materials, handouts, and/or supplies that the instructor will provide through the Continuing Education Office \$ _____

Required materials, handouts, and/or supplies (attach a separate list with explanation if necessary):

*** LSUE prefers that non-credit students do their own shopping and pay directly for materials and supplies. When this arrangement is impractical, Continuing Education will collect materials fees at registration and reimburse the instructor for direct expenses incurred in providing those materials. All expenditures on the part of the instructor for course materials must be approved by the Continuing Education Director. Documentation of expense is required for reimbursement.**

III. For Continuing Education (CE) Use Only

The course and syllabus is approved for offering as follows:

Minimum Acceptable Enrollment _____ Maximum Allowable Enrollment _____

Assigned Meeting Dates and Times _____

Class Location (Building/room number) _____ Special facilities/equipment provided by LSUE:

Salary for instructor to be paid upon completion of the course: \$ _____

Salary for co-instructor to be paid upon completion of the course: \$ _____

****Amount LSUE will charge per student to cover fixed costs and salaries: \$ _____**

Additional cost per student collected at registration for materials/supplies: \$ _____

****LSUE faculty and staff are exempt from registration fees in Continuing Education non-credit classes on a space-available basis. However, these university employees must pay materials/supplies costs. Also, as non-paying students, their enrollment may not "bump" a paying student from a spot in the class.**

Agreed according to the terms and conditions set forth herein:

Director of Continuing Education **Date**

Instructor **Date**

Co-instructor **Date**