

**Temple University Ambler  
Temple University Fort Washington  
The Office of Non-Credit and Special Programs  
Non-Credit Course Proposal Form**

**DIRECTIONS:** Please provide the following information on the course you would like to teach.  
Return the completed form to:

Temple University Fort Washington  
The Office of Non-Credit and Special Programs  
401 Commerce Drive, Suite 1000  
Fort Washington, PA 19034

Or, E-mail to: rgeyer@temple.edu or, FAX to: (267) 468-8506

Date Submitted: \_\_\_\_\_

**1) Instructor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Instructor Bio: (For example: Owner, ABC Company; Horticulturist and Designer;  
Commercial Photographer.)

\_\_\_\_\_

Detailed Instructor Bio: (In 25 words or less, describe your qualifications)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2) Proposed Course**

Title: \_\_\_\_\_

Preferred Class Size:    Minimum \_\_\_\_\_                      Maximum \_\_\_\_\_

Course Description: In 110 words, or less, please describe your course

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Please specify any special skills or levels of experience (suggested or required) for participants to take this course.

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3) **Scheduling**  
Number of hours (total): \_\_\_\_\_ Number of Sessions: \_\_\_\_\_

Please choose: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Preferred Meeting Days/Nights: (please circle) M T W Th F Sa Su

Alternate Meeting Days/Nights: (please circle) M T W Th F Sa Su

4) **Supplies/Materials**  
AV/Media equipment needed: \_\_\_\_\_

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Special Room needed: \_\_\_\_\_

What materials (if any) do the students need? Please keep in mind that any photocopying of handouts will be done by our office. \_\_\_\_\_

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Please identify any required textbooks (specify author, title, edition):

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Where can supplies/textbooks be obtained? Approximate Price?

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