

# CENTER FOR EXCELLENCE IN TEACHING

*Willamette University School of Education*

## Course Proposal Form

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**Instructor** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Workshop / Course Title** \_\_\_\_\_

**Catalog description** \_\_\_\_\_

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\_\_\_\_\_

**Prerequisites** \_\_\_\_\_

**Content area(s)** \_\_\_\_\_ **Grade level(s)** \_\_\_\_\_

**Amount of credit** \_\_\_\_\_ **Enrollment:** \_\_\_\_\_  
PREFERRED ANTICIPATED MINIMUM (5) MAXIMUM (20)

**Offered** \_\_\_\_\_ **Schedule** \_\_\_\_\_  
MONTH/YEAR TIME(S) / DAY(S)

**Graded**  **Credit/NC**  **Classroom hours** \_\_\_\_\_ **Outside activity hours** \_\_\_\_\_  
Note: a total of 10 student involvement hours per credit is required

**Specific topics to be addressed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Material needs:** \_\_\_\_\_

**Technology needs:** \_\_\_\_\_

**Library needs:** \_\_\_\_\_

**Special space needs:** \_\_\_\_\_

**Organization of the workshop / course** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTES (FOR CET USE)

FULL  
 PARTIAL

COURSE NUMBER ASSIGNED

**Methods of instruction, student evaluation, and instructional materials**

INSTRUCTOR TO COMPLETE

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**PRELIMINARY COMMENTS, QUESTIONS, OR CONCERNS**

NOTE: FOR CET USE

**SCHOOL OF EDUCATION COMMITTEE COMMENTS**

NOTE: FOR CET USE

**Approval** \_\_\_\_\_

CET DIRECTOR

\_\_\_\_\_

DATE