

P12 Programs Proposal Checklist

Conference Credit

3 Required Documents:

1. a) Cover Sheet
2. b) Course Syllabus
3. c) On-Site Instructor Resume or CV

Checklist

1. **Proposal cover sheet on school/district/organization letterhead, to include:**
 - ☐ Contact name, address, telephone number, and e-mail.
 - ☐ Name of course.
 - ☐ State "For Conference Credit."
 - ☐ Number of credits (1 credit for each 15 hours of *contact time).
 - ☐ Name of instructor/s
2. **Complete syllabus - should include at least the following elements:**
 - ☐ Description of course.
 - ☐ Exact date of each class meeting for face to face, or module dates for distance.
 - ☐ Description of each module, or face to face class (including a list of assignments and activities).
 - ☐ Total *Contact time for each class in face to face courses, or required contact time to complete each module in non-face to face courses. ([Definition of contact time](#))
 - ☐ **The following policy is placed verbatim into the syllabus:** *To qualify for credit, Southern Utah University requires that learners must complete 15 hours of contact time per credit hour in any given course.*
 - ☐ **Include University Policy statements at bottom of syllabus**
 - ☐ List of learning materials (including website links if applicable) that will be used during the course.
 - ☐ Section titled "Expected Learning Outcomes" clearly explaining what a learner can do after having completed the course.
 - ☐ Grading Rubric for major assignments, or one if used for all assignments.
 - ☐ Substantive final assessment (many types accepted, experiential learning encouraged).
3. **Resume for the lead contact person showing master's degree, and experience relevant to course topic.**

Thank you for choosing Southern Utah University. Please use this checklist to ensure your course proposal is approved as quickly as possible.

[Need to see an example proposal?](#)

Submit Your Course Proposal Here!

