

Course Proposal Form

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For professionals eager to advance their careers, Tombolo Institute's innovative training programs provide the best way to propel tech industry careers forward at any stage, among comparable educational institutions, because we offer proximity to Seattle's tech hub, faculty drawn from the local industry leaders.

You are welcome to submit as many proposals as you'd like. Please submit a separate form for each proposal. Do not send hard copies. **Only electronic applications are accepted.**

Please answer all questions, save the document and then email your proposal to info@tomboloinstitute.com.

Name:	Last	First	Middle	
Address:	Street	City	State	Zip
Telephone:	Home	Work		
E-mail:	Web Page:			

Please do not contact the office regarding the status of your proposal. You will be notified via e-mail if your proposal is not accepted. If your proposal is accepted for further review you will be contacted by the department and asked to supply the following materials for review: resume, three references, course syllabus and course handouts.

Date:

I am submitting my proposal to the following program:

Technology Business Healthcare

I have reviewed the current class offerings within the above identified program and this proposal:

Complements current offerings Duplicates current offerings Entirely new subject area

Other (if other please explain)

I am available: All Year

Summer Fall Winter Spring

Days Nights Weekends

Course title:

Course description for the web: (maximum 470 characters including spaces)

Duration of course:

- Total number of hours
-
- Number of sessions

Define the target audience:

List preferred minimum and maximum enrollment:

Special Requirements? (i.e. equipment, hardware, software, material supplies – list supply cost per student or per class)

Is there a textbook you would like to use with this class? If yes, list title and ISBN.

What is the nature of the subject matter or content of the course?

What are the key learning outcomes? (What will students know or be able to do as a result of this course?)

What are the methods of instruction (e.g. lecture, discussion, collaborative learning, etc.)?

Marketing plans: It is not required or expected for instructors to market their classes however if you have or intend to do marketing for your class, please include any marketing strategies you plan on using, include copies of any marketing materials that you have used in the past to promote your classes/workshops.

For Office Use Only:

Proposal Accepted	Proposal Not Accepted	
Candidate Interview Date	Duplicate class topic	Please resubmit at a later date.
Course Accepted	Not appropriate	Suggestion?