



## Course Proposal

Date submitted: \_\_\_\_\_

### Contact Information:

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

Company: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Blog(s) (if applicable): \_\_\_\_\_

### Proposed Course Title:

\_\_\_\_\_

Intended Session: \_\_\_\_\_ Number of Students Targeted: \_\_\_\_\_

Proposed Cost: \_\_\_\_\_

Intended Audience: \_\_\_\_\_

**Course Category:**

Career Management  
Entrepreneurship

Social Media Branding  
Networking

**Brief description of course for marketing materials (if selected):**

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**Course objectives/learning outcomes (include specific skills, knowledge or attitudes the student will gain):**

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**Prerequisites for class or special requirements (age limitation, licenses, training, education or specific knowledge):**

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**Brief description of your background, expertise, training and knowledge of this course:**

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**List of needed instructional materials for each student (textbooks, handouts, supplies, web access, etc.):**

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**List of needed instructional support services (course development, administrative, etc.):** \_\_\_\_\_

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**Do you already have material prepared for this class? (books, ebooks, audio, video, etc)**

Yes No

**Will students need to purchase your material for this class (your material only)?**

Yes No

**What is the anticipated cost of these materials and is it included in the cost of the class?**

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**Where else are you teaching this class?**

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**Where else are you teaching other classes?**

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**If you are currently an instructor with Empower Me! Institute, are you a:**

Basic Account      Premium Account

**Please attach course syllabus and outline.**

All course proposals are kept confidential. We will review your course proposal and inform you of a decision within one weeks of receipt of this proposal. If your course is accepted, you will be required to submit a signed instructor agreement form (if new).

Thank you for submitting your course proposal to the Empower Me! Institute.