

Course Development Form

DIRECTIONS: PLEASE READ, REVIEW & MAKE ANY NECESSARY CHANGES!!!

A. Proposed Course Title:

B. Course Description (50-150 words):

C. Format: Face to Face Other (list):

D. Location Preference: GFCMSU Paris Gibson Education Center Other (list):

E. Room Requirements (What needs to be in the room or what is your room preference? We will do our best!):

F. Dates & Times (include day of week, dates, and times – example: Saturdays, 1/16-2/6, 3-4 pm):

G. Maximum number of Students per Course:

H. Supplies (Note: Please indicate if course will need to charge a supply fee. We will no longer be asking our instructors to handle cash, therefore, you need to calculate your supply fee and we will cut you a reimbursement check per student.)

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I. Instructor Name:

a. Note: How many classes have you taught this calendar year (Jan 1-Dec 30) for the college system?

b. Note: Are you a retiree of the Teachers Retirement System? YES NO

J. Instructor Bio Questions

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|--|--|
| What is your education or formal training? | |
| What positions have you held? | |
| What is your experience in this subject area? | |
| What awards or recognitions have you received? | |
| Share an interesting or unusual fact about yourself. | |
| How do you want students to contact you? (What email or phone number can we publish?) | |
| Instructor Photo | Please attach when returning this form, or come by the office and we will take one for you! |

K. Course Goals

| List 5 Things You Want Students to Know at the End of Your Course | How Will You Know They Learned It? |
|---|------------------------------------|
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L. Instructor Pay

| |
|--------------------------|
| |
| Flat Fee = \$ _____ |
| Hourly wage of \$25 p/hr |

--- OFFICE USE ONLY ---

M. Budget

| | \$\$\$ | % of Income |
|-------------------------|--------|---------------|
| Income | | 100% |
| Promotion Cost | | 10-15% |
| Production Cost | | 45-50% |
| Direct Cost | | 60% |
| Operating Margin | | 40% |

N. Price

| | |
|--|--|
| Minimum Enrollment | |
| Formula price = Income/Attendance | |
| Price Break | |
| Competition | |
| Usual Price | |
| Price Options | |
| Price Selection | |

O. Decision Point Matrix

| | |
|---|--|
| Go/No-Go (Covers Production Costs) | |
| Break Even (Covers Direct Costs) | |
| Budget Point (Covers Total Income) | |

Comments: