

## openED Course Proposal (Guidelines)

### Proposal Submission Guidelines

We are committed to helping K-12 teachers, administrators and other staff by providing a full range of high-quality courses that will allow participants to pursue professional development on their own time, with full flexibility.

We welcome course proposals that share with participants exciting projects and activities and specific teaching approaches and strategies. We are looking for current and inspiring ideas that are research-based and support all learners. Acceptance of proposals is based on originality of ideas, unique usefulness to educators working in mainstream settings, credential or qualification need and fit with the directions and goals of edPal's partners.

If you are interested in writing a course, complete the information below. We are seeking courses that are dynamic and would appeal to K-12 teachers. Prior to completing this form, please review existing courses on edPal's website ([www.edpal.com](http://www.edpal.com)) and many other sites to assure that your idea is unique and to differentiate it from others.

- **Course Title**  
State the name that you propose for the course. Consider its marketability.
- **Subject Discipline and/or Grade Level**  
What grade level or content areas will this appeal to the most?
- **Course Objectives**  
Describe goals for participant learning.
- **Course Description**  
Provide a brief description of proposed course. Please answer the following questions in depth:
  - What is the course about?
  - Who is the target audience of the course?
  - What type is the course (e.g. instructor-led, instructor-facilitated, or self-paced)?
  - What differentiates this course from others in the same subject area?
  - Does the course need State approval before being offered to the public? (If so, please advise how to get approval.)
  - If the course is for a group's internal use, how big is the group in terms of number of people? On a per person basis, how

much is the district/group willing to pay for those required participants?

- **Marketing Strategy**  
Discuss how you think your course may be marketed. What are the compelling approaches to inspire a teacher to take this course? What is/are the best channel(s) to let people know about the course?
- **Course Outline**  
Provide a list of relevant topics/sections that will help students to meet the goals of the course.
- **Method of Evaluating Student's Performance**  
How will you know if the objectives are met (e.g. participation, tests, rubrics, assignments, discussion, etc.)?
- **Major Text Books and other Materials**  
Textbook/materials should be current, relevant to course content and credible.
- **Bibliography**  
Provide a minimum of five sources that reflect current research/thinking. Please use standard MLA or APA format.

## edPal Course Proposal Form

### Author Primary Contact Information

**Name:** \_\_\_\_\_  
*First Last*

**Address:** \_\_\_\_\_  
*City State Zip*

**E-mail address:** \_\_\_\_\_

**Telephone Number:**

**Author's Background:**  
(Please attach a current resume/vita)

### Course Information

**Course Title:** \_\_\_\_\_

**Subject Discipline:** \_\_\_\_\_

**Number of Units:** \_\_\_\_\_

**Course Objective/Goals:**

**Course Description:**

**Marketing Strategy:**

**Method of Evaluating Student's Performance:**

**Textbooks and/or Other Materials:**