

AEROSPACE

SHORT COURSES

KU Aerospace Short Course Program Course Proposal Form

If you would like to submit an idea for a course, please complete the following information. Email your completed form to the Assistant Director (please see contact information at the bottom of this form.) The Assistant Director, along with the program development committee, will review the topic and research industry needs and global competition to determine whether the course is a viable addition to our program. You will be contacted with our decision.

PROPOSED COURSE INFORMATION

1. COURSE TITLE

What is the proposed title of your course?

2. COURSE DESCRIPTION

Please provide a general description of your course (one–two paragraphs). Indicate a general course level (for example: entry/introductory, intermediate or advanced). Also indicate any prerequisites or prior academic preparation that would be helpful when taking the course.

3. WHO SHOULD ATTEND (your target audience)

In this section, you may want to list job titles or segments of the industry that would benefit from your course. Participants are also interested in whether course content is appropriate for their level of understanding, abilities and related education (you may wish to indicate introductory, intermediate or advanced).

4. LEARNING OBJECTIVES

This section should inform the participant what he/she will learn in your course. Please identify 6–12 learning objectives for this course, presented as a bulleted list. Participants are particularly interested in those aspects they can take back and apply immediately in their work situations.

5. COURSE HIGHLIGHTS

This section should include a concise overview of your course content. Please identify 6–12 main course highlights, presented as a bulleted list. Note that your course highlights should not be the same as the Learning Objectives section (above).

6. COURSE OUTLINE

Place the day-by-day course outline here, if available. If your course outline is not fully developed, you may provide it later.

7. DURATION OF THE COURSE (in days or hours)

Short courses range from 1–5 days in duration. Please indicate how many days (or hours) it will take to cover your course content. A course day is 8:00 a.m.–4:00 p.m., with four 15-minute breaks and one hour for lunch. So, in a typical day, you will teach for six hours (three hours in the morning and three hours in the afternoon).

8. YOUR CREDENTIALS (OR ATTACH YOUR PROFESSIONAL RESUME)

9. CO-INSTRUCTOR(S)

Will you be teaching this course with another instructor? Please provide that instructor's name, if available.

10. WHY DO YOU THINK THIS COURSE WOULD BE A GOOD ADDITION TO THE KU AEROSPACE SHORT COURSE PROGRAM?

PLEASE NOTE: This form is available on our website, www.aeroshortcourses.ku.edu, in a fill-in PDF format, which allows plenty of space to provide the requested information.

Your Contact Information	
Full Name:	
Company Name:	
Your Job Title:	
Address:	
Phone:	
Fax:	
E-mail:	

NOTES

Return this form to:

Aerospace Short Courses
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