

Propose a Program

*SUBMIT YOUR
PROPOSAL FOR A
TRAINING,
FREESTANDING,
OR OPEN
ENROLLMENT
PROGRAM TODAY!*



Propose a Program

**CRITERIA FOR SUBMISSION
OF PROPOSAL FOR A
TRAINING, FREESTANDING,
OR OPEN ENROLLMENT
PROGRAM**

Propose a Program

The School of Continuing Education & Academic Outreach, Department of Non-Credit Studies is a provider of non-credit learning activities that include training and development, open enrollment courses, and a variety of instructor-led programs, including those conducted via the Internet. We are interested in recruiting the highest quality instructors and developing programs that meet the needs of business and industry as well as the needs of the community.

We encourage our faculty, industry, and community leaders to propose programs for us to consider adding to our current curriculum. If you are interested in developing a program or would like us to entertain sponsoring a developed program, please submit a proposal to the Program Proposal Committee. The Committee reviews proposals on a monthly basis, and participants are notified by mail as to the status of review.



A variety of factors are used as the judging criteria. Some of the criteria include, but are not limited to, the following:

- What are the cost factors?
- What will be the return on investment if sponsored by the School of Continuing Education & Academic Outreach?
- What is the financial history of the program?
- Is the topic relevant?
- How marketable is the program?
- Does the program have sound curriculum design?
- Is it offered through another vehicle or institution?
- Does it compete with an existing program offered through the School of Continuing Education & Academic Outreach or other departments at the University of Arkansas?
- Does it address real need?

Please direct questions about the proposal to the School of Continuing Education & Academic Outreach, Department of Non-Credit Studies

**c/o Propose-a-Program
2 East Center Street
Fayetteville, AR 72701
(479) 575-3604 or (800) 952-1165**

Please include the items below,
attaching the applicable supporting
documents.

Instructor Information

- Current resume
- Three letters of recommendation
- 1/2 to 1-page biography of each instructor/speaker
- List of past clients and presentations (Include dates and locations)

Program Information

- 1/2 to 1– page program description
- Program objectives
- Program benefits
- Program target audience
- Proposed program start date
- Copies of past program evaluations
- Agenda

www.globalcampus.uark.edu