

Texas Woman's University - Office of Lifelong Learning Program Proposal Form

Title: _____

Suggested Date(s): _____ Time: _____ Location: _____

Contact Person: _____ TWU Dept. (if applies) _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ - _____ Email: _____

Instructor's Name: _____ Email: _____

Telephone: (____) _____ - _____

Instructor's Qualifications: _____

Course Description: _____

Statement of Objectives and Rationale: _____

Indicate Criteria for Awarding CEU's to Individual Students:

- Evaluation of Student Performance
- Evaluation of Instructional Procedures
- Evaluation of Course Effectiveness

Note: CEU's will not be awarded without the program proposal form.

Is an industry specific CEU application required? Yes or No

If yes, please provide what *type of CEU* is needed and *contact information*: _____

The following information is required to process the request for CEU's:

- Proposal form
- Program (rough draft acceptable)
- Detailed agenda
- Vita(s) on presenters
- Information on agency if first time request for CEU's

Questions: Contact TWU, Office of Lifelong Learning at 940.898.3408 or email lifelonginfo@twu.edu.

Return form to:

Texas Woman's University, Office of Lifelong Learning
PO Box 425649
Denton, TX 76204-5649

Office use only:

Number of CEU's awarded: _____
(1 CEU per 10 Contact Hours)

Approvals:

Chairperson (Department)

Date

Dean/Director

Date

Associate Director of Lifelong Learning

Date