



## UNIVERSITY OF CENTRAL OKLAHOMA Customized Education

Welcome to UCO Customized Education.

Customized Education offers programs for people who want to explore new educational areas and develop skills for both professional and personal reasons. Customized Education develops and administers classes, workshops, skills upgrading, and leisure time offerings each year.

### **Audience**

The participants of Customized Education classes include employees of business, industry, and non-profit organizations, professionals, and anyone in the community wishing self-improvement or leisure time enjoyment and learning.

### **Location**

Classes may be held at a UCO facility, on-site at a business or organization, at a community location, or online.

### **Sessions**

Each class is designed to use time wisely and may vary in length from a one-hour seminar to ten week sessions. For general scheduling purposes, course sessions are: Fall: September - November; Winter: December – February; Spring: March - May; Summer: June - August.

### **Cost**

The fees for Customized Education classes vary according to number of class hours, facility costs, materials, and level of customization. Every effort is made to keep fees affordable for students.

### **Instructors**

Potential instructors will be contacted well ahead of the term start date to support the lengthy process of course development and marketing. UCO has a variety of methods to market your classes including our program catalog, online media, and direct mail.

UCO Customized Education welcomes and encourages inquiries and suggestions from the community regarding planning of future classes and programs. Programs are added as interests and needs are identified. If you have a new course idea, or have a friend/associate who would like to teach, you are encouraged to submit a course proposal form to explore the possibility of offering the class.



### COURSE PROPOSAL FORM

*Please print or type information on this form, attach additional pages as needed.*

**Type of Course:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Seminar  | <input type="checkbox"/> Short Course  |
| <input type="checkbox"/> Workshop | <input type="checkbox"/> Course Series |

**Course Title & Level:**

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Professional Development     Personal Interest   
 Beginner     Intermediate     Advanced     Not Applicable

**Proposed dates and times:**

Start date \_\_\_\_\_ End date \_\_\_\_\_  
 Times \_\_\_\_\_ Day(s) of week \_\_\_\_\_  
 Number of meetings \_\_\_\_\_ Hours of instruction \_\_\_\_\_

**Brief narrative course description:** (This information will be used to market the course)

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**List 3 Course Objectives:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Target audience:** (Who is the market for the class?)

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**Are there prerequisites for the class?** \_\_\_\_\_ If yes, list: \_\_\_\_\_

**Suggested minimum and maximum number of participants:** Min: \_\_\_\_\_ Max: \_\_\_\_\_

**Supplies, photocopies, or books needed for students:** (for books - list title, author, publisher, ISBN)

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**Audio-Visual or other equipment needed:**

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**Preferred location or special physical arrangement of instructional space:**

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**Instructor's Name:** \_\_\_\_\_

**Title/Credentials:** \_\_\_\_\_

**Mailing Address:**

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

**Daytime Phone:** \_\_\_\_\_ **Home/Cell etc.:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Are you a current or former employee of the UCO System?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach the following:

Course Outline \_\_\_\_\_ Resume/CV \_\_\_\_\_

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**I understand that Customized Education must meet an enrollment minimum to hold this class. If the minimum is met, I must instruct the class.**

**APPROVED BY:** \_\_\_\_\_

Instructor/Date

**APPROVED BY:** \_\_\_\_\_

Customized Education/Date



**UCO Customized Education**

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