

# NON-CREDIT WORKSHOP PROPOSAL FORM

CSU, Chico Research Foundation

Regional & Continuing Education, CSU, Chico, Chico, CA 95929-0250 Phone: 530-898-6105, Fax: 530-898-4020

If you wish to teach in the California State University, Chico Extension program, please complete this form and return it to Continuing Education. A separate form must be completed for each workshop proposed.

1. Requested Scheduling:    Fall 20                      Winter Session 20                      Spring 20                      Summer 20

2. Proposed workshop title:

3. Please provide a course description and attach other supportive information which may be used for marketing purposes. Include a resume or C.V.

4. Instructor Name:

Home Address:

Day Phone:

Evening Phone:

E-mail Address:

Can your contact information be released to interested students?    Home    Work  
E-mail Address

5. Please provide a brief biography (may be used for marketing purposes). Include a resume or C.V.:

6. Requested Scheduling:

Dates (mo/day)    Days of Week    Start/End Time    Building    Room    Special Room/Equipment Needs (*please be specific*)

7. Please describe target audience for this course:

Will you provide a mailing list?    Yes    No

8. Suggested base fee: \$                      Additional fees per student necessary to support this course. (e.g. materials, lab, etc.): \$                      Materials fee    \$                      Lab fee

TOTAL FEE per student: \$                      All costs must be presented to Continuing Education prior to authorization of work.

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_ Approved: \_\_\_\_\_ Date \_\_\_\_\_

CONTINUING EDUCATION USE ONLY	
Course	
Term	
Room	
Confirm	
Keys	
Name Tags	
Material List	

## 2a. Type of Course

(Check and complete those that apply)

Online/Media or CD Course

Available as a credit course?

Department & #:

Registration Deadline :

(if no deadline, must meet first class)

Minimum Enrollment

Maximum Enrollment

Course should NOT be advertised

Course should carry BRN approval

Course should carry BBS approval

Course should carry MCEP approval

## 9. Pay status

Independent Contractor  
(Complete agreement)

CSU, Chico Payroll

New Instructor