



UNIVERSITY
of HAWAII®
MĀNOA

Outreach College
Noncredit Programs

March 7, 2014

Dear prospective instructor:

Thank you for your interest in offering a course through Outreach College. In order to properly evaluate your proposal and related background, we require the following:

1. Your curriculum vitae or resume.
2. Three letters of recommendation.
3. Course proposal (see attached form, provided as a template)
4. Any other supporting documents relevant to your application.

Please mail these materials to:

University of Hawai'i Outreach College
Noncredit Programs
828 Fort St Mall, Suite 400
Honolulu, HI 96813

Or email as much as feasible and mail the remaining materials separately. After your documents are received, we will review the proposal and consult as appropriate with the University of Hawai'i College or Department that is the recognized authority in your subject area. In the Noncredit Programs office, I coordinate business and professional development programs, while Susan Horowitz coordinates Pacific New Media (digital and media programs). Depending on the subject you are proposing, please contact me at pfeeney@hawaii.edu or (808) 956-2037, or Susan at (808) 956-3422, horowitz@hawaii.edu. We will contact you after our review process to let you know the preliminary outcome and schedule a meeting if the proposal has merit. At this point we can further discuss your qualifications, course syllabus, program fees, payment for instructional services, classroom facilities, AV needs, etc. If during this process either party questions the appropriateness of offering the course through Outreach College, we may agree not to schedule it. If it seems a good fit, we may then proceed.

Sincerely,
Paulette Feeney

828 Fort Street Mall, Suite 400, Honolulu HI 96813
telephone: (808) 956-8244, fax: (808) 956-3364
web: www.outreach.hawaii.edu/noncredit

An Equal Opportunity/Affirmative Action Institution

Director

Enclosure

PROPOSAL FOR A NONCREDIT COURSE
University of Hawai'i Outreach College

Suggested Course Title:

Description (for publicity):

Outline (topics to be covered within course:)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Needs justification (reason for offering this course):

Who is your target audience?

If proposal is accepted, how do you plan to help market your course? Do you have mailing lists or locations where you can post or email a flyer? Describe:

Number of sessions:

Preferred day(s) of week:

Preferred # of enrollments:

Textbook title (if any):

Author Publisher/ISBN:

Total classroom hours:

Preferred times: am/pm to am/pm

Minimum of to Maximum of

Required? Yes/No

Special needs (equipment, room, materials, etc):

Proposed by:

Date: