# PROPOSAL OUTLINE FORM

## Non-Credit Course Development Request for Proposals 2022

1. Cover Page
2. Project Abstract (200 word maximum)
3. How does this project enhance MSU’s strategic goals for engagement? [See the “Expanding Engagement” section of MSU’s Strategic Plan](http://www.montana.edu/strategicplan/expandingengagement.html).
4. Professional development need or opportunity to be addressed (cite target audience and evidence of need).
5. Explain how the intended audience will learn about this course. Where applicable, describe support from a third party with a defined audience.
6. Evaluation Plan: Describe the intended learner outcomes and how course success will be assessed. If applicable, describe suitability for digital badging and metrics that will be used to determine badge award (see <http://ato.montana.edu/badges> for more on digital badges).
7. Description of instructor and qualifications (where already identified).
8. Sustainability Plan: Describe evidence that the course will be successful over several iterations.
9. Participants table

|  |  |
| --- | --- |
| **Category of participants** | **Number involved in project** |
| MSU Students (undergraduate & graduate) |  |
| MSU Faculty and staff |  |
| Members of public directly impacted  |  |
| Members of the public indirectly impacted  |  |
| Underrepresented groups impacted directly (please specify what group, i.e., Native Americans, Latinos, women, special needs, etc.) |  |
| Underrepresented groups impacted indirectly (please specify what group, i.e., Native Americans, Latinos, women, special needs, etc.) |  |

Is this a new or existing project? (Please check one). New project: ☐ Existing project: ☐

(If existing, please explain the benefit that will be provided if funds are awarded.)

1. Preliminary Course Details:
	1. Course description (for eventual publication on course registration page)
	2. Modality (online, face-to-face, synchronous, asynchronous, etc.)
	3. Anticipated minimum and maximum course size
	4. Prerequisites (if applicable)
	5. Estimated costs for ongoing instruction (i.e., costs to run the class post-development) as applicable:
		* Instructor costs (if not included in existing duties)
		* Required materials (books, supplies, etc.)
		* D2L non-credit fees per user ($25)
		* Digital Badges per badge awarded ($10)
		* Other
	6. Instructor bio (for eventual publication on course registration page)
	7. Estimated total number of hours of instruction or course time, proposed length from beginning to end and modality. (e.g., 8 hours over 2 days via Webex)
	8. Target start date