



Program Proposal Form

Return to: College of the Desert
Attn: Center for Training & Development
43-500 Monterey Avenue
Palm Desert, CA 92260
Fax: 760.773.2505
Email: email@codtrainingcenter.com

Program Proposals and Subject Matter Experts may be evaluated separately. Please see Subject Matter Expert Guidelines for complete information about becoming a Subject Matter Expert with College of the Desert's Center for Training and Development.

PROGRAM INFORMATION

Title of Class/Workshop or Subject(s) Interested in Delivering:

Description of Class/Workshop (50 words or less):

Description of Ideal Participants/Target Audience for Program (50 words or less):

Recommended # Hours for Program: _____ hrs. Recommended # of Sessions: _____

Recommended Minimum/Maximum Number of Students: _____/_____

Materials, Facilities, Equipment, etc. Required:

ATTACH complete Program Description including Program Objectives, Program Outline, Instructional Methods, and Assessments. Programs will not be evaluated without these documents.

SUBJECT MATTER EXPERT INFORMATION

Your Name: _____

Address: _____

Telephone: _____ Email: _____

Days and Times of Day Available to Deliver Services: _____

ATTACH Current Resume, Copies of Degrees and Certifications relevant to proposed program, a Listing of Subject Matter Expertise relevant to proposed program.