

**Professional Development Credit Council**  
**Proposal Application Form**  
**Cover Sheet**

Note: Type in the gray areas:

1. Course/experience title: \_\_\_\_\_
2. Proposal author: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Course/Experience Instructor/Facilitator:  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_
3. Date submitted: \_\_\_\_\_
4. Course/Experience to be offered (dates) \_\_\_\_\_
5. Physical location course/experience will be offered: \_\_\_\_\_
6. Credit hours anticipated: \_\_\_\_\_ (800 contact minutes = 1 credit hour)
7. Instructor paid by Extended University? Yes  No  Other \_\_\_\_\_

*If this is part of your remunerated work responsibilities, under normal circumstances you would not be paid by Extended University.*

8. Have you ever offered this course/experience before: Yes  No  *If "yes" please indicate name of course/experience and date previously offered.* \_\_\_\_\_

**Evaluations** will affect future course approvals.

9. If this course is to be offered for graduate degree credit, has the facilitator been approved by the Office of Graduate Studies for graduate instruction?  
a. Yes  b. No

**Course/experience evaluations from prior course offerings must be received in this office before any re-approval requests may be submitted.**

Every PDC syllabus shall include the following statement: **PDC courses may qualify for graduate degree credit. To do so, the student must have the course approved by the appropriate degree-granting unit as part of a program of studies. The student should check carefully with the degree-granting unit before assuming credit will be counted toward a degree.**

All proposals must be submitted in standard, 12 point font and be 3 – 5 pages in length.

Please submit your proposal containing the eight components in the order listed below:

1. Describe the Professional Development experience you are creating
2. Describe the pedagogical strategies to be used
3. What is the significance of the course/experience for the participants
4. Assessment
  - Describe assessments you plan to use to determine whether this course/experience has impacted and enhanced the practice of your participants.
  - What are you going to do to show evidence of learning (accountability)?
5. Describe the evaluation process you plan to use to determine whether this course/experience was successful and how it can be improved or changed, if necessary
6. Describe the time-line anticipated for this course/experience, including how the required contact minutes will be met. 800 contact minutes = 1 credit hour
7. List your key resources to be used in this course/experience
8. What is your background/credentials that qualify you to offer this Professional Development experience? (Resumes may be attached, but written narrative is required).
9. Option: If you anticipate a “product” at the end of this experience, such as portfolios, written articles, etc., would you be willing to send the PDCC part of that product in order for us to continue to share and expand our vision of Professional Development?

**Email** a word copy of your proposal to: [pdcc@unm.edu](mailto:pdcc@unm.edu)

If you have any questions or need assistance with the proposal, please contact:

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