

Workshop Proposal Submission Form Teaching & Learning Center

Please complete the following information:

Name:

Title:

Division/Department:

Telephone number:

Email address:

Is there a co-presenter? No Yes, (name) _____

Have you presented a workshop for the TLC? Yes No. If yes, when?

Step 1: Title of the Workshop:

Date of the Workshop:

Time of the Workshop:

Location of the Workshop:

Step 2 Review the professional development areas of competency. Please only choose one competency area. The presentation falls under which of the following college's professional competency areas.

Instructional Technology

Advising

Service learning

Collaborative learning

Study abroad

Engaged learning

First Year Experience

Interdisciplinary teaching

SAGA

Honors programs

Other _____

Step 3: Select a workshop format. This is a submission for a:

Coffee chat

One-hour interactive

30-minute lunch & learn

Other (please specify) _____

Step 4: Prepare the proposal. In 150 words or less, provide summary of the content of your program. If your proposal is selected to present, the description submitted below will be used in promotional brochures. Include the purpose of the workshop.

Step 5: Prepare handouts. What handouts or other collateral materials will you have for use during your workshop and which can be applied/used by the participant. Please describe or attach any handouts.

Step 6: Select delivery plan. Describe the methods and learning activities which you will use in your workshop. Please indicate room set-up, audio visual and other equipment or materials needed for your program.

Step 7: Presenter experience and biography (For presenters outside of FSC faculty). Describe in 75 words or less a summary of your background and professional experience which demonstrates expertise in your proposed workshop. Cite relevant writing, education, or industry experience and include experience presenting previous workshops for the TLC or a similar audience.