

Course Planning Worksheet

Participants	Interested Audience Who would want to take the course?	
	Participant Needs What are their major language & professional needs?	
	Time Commitment What amount of time is realistic for these participants?	
Course Design	Type of Program/Course What type of course would be best for all concerned?	
	Length of Course(s) How long & how many hours should the course be?	
	Number Modules/Units How many 6-8-hour units can be covered in the time allotted?	
	Key Themes & Topics Which are the most relevant topics for the participants' needs? In what order?	
	Type of Evaluation How should the participants and course be evaluated?	

Logistics	Schedule What are the most convenient days & times for the course?	
	Location & Equipment What classroom & equipment is available for the proposed schedule?	
Administrative Matters	Instructor Who is qualified and available to teach the course? How will the instructor be oriented?	
	Support Staff What other staff will need to provide academic or administrative support?	
	Resources Needed What resources are needed to ensure program success (e.g. salaries, materials, supplies)?	
Other		

Next Steps

1. _____
2. _____
3. _____
4. _____
5. _____