

## Course Planning Worksheet

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

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

**Next Steps**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_