



Thank you for your interest in teaching through the Division of Continuing Education at The University of Tulsa. We strive to meet the interests of our community by offering a wide variety of quality and innovative classes.

Please complete the enclosed form and mail to:

**The University of Tulsa
Division of Continuing Education
Attn: France Najera
800 South Tucker Drive
Tulsa Ok 74104**

Or email your information to frances-najera@utulsa.edu

Your materials will be reviewed to determine if your course proposal(s) will be a good match for our program. You will be notified regarding the status of your proposal and at that time an interview may be scheduled.

Classes and workshops offered through The Division of Continuing Education are typically non-credit, short-term classes.

We look forward to receiving information on your classes.



Division of Continuing Education Course Proposal

Personal Information:

Name _____ Email _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Eve Phone _____

Course Information:

Course Title: _____

Course Description: (30 words)

Suggested Class Day: _____ Start/End Dates: _____ #Sessions _____

Number of People Min: _____ Max: _____

Equipment request: _____

Textbook, include ISBN#, Title, Author, Edition, etc. _____

Costs (excluding your salary) i.e. duplicating _____

Marketing Suggestions: _____
