

SMU CONTINUING AND PROFESSIONAL EDUCATION PROSPECTIVE INSTRUCTOR APPLICATION FORM

PLEASE COPY/PASTE THIS FORM INTO A WORD DOCUMENT; THEN COMPLETE THE FORM AND SAVE A COPY FOR YOUR RECORDS. PLEASE THEN E-MAIL THE COMPLETED FORM AND OTHER REQUESTED ITEMS TO SMU CONTINUING AND PROFESSIONAL EDUCATION AT SMUTHINK@SMU.EDU. DUE TO THE VOLUME OF PROPOSALS RECEIVED, ONLY ELECTRONICALLY SUBMITTED PROPOSALS WILL BE REVIEWED.

Date _____

PERSONAL INFORMATION

name

address

city

state

ZIP

day phone

evening phone

fax number

e-mail address

business or company

professional title

PLEASE SELECT FROM THE FOLLOWING OPTIONS:

I wish to submit a *course proposal* for the SMU Informal Courses for Adults program in one of the following content areas:

- | | |
|--|--|
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Food & Travel |
| <input type="checkbox"/> International Languages | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Personal Finance |
| <input type="checkbox"/> History | <input type="checkbox"/> Philosophy & Religion |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Spanish for the Workplace |

I wish to be *considered as an instructor* for an existing course/curriculum in one of the following SMU Continuing and Professional Education programs:

SMU Certificate Program in Financial Planning

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Fundamentals | <input type="checkbox"/> Investments | <input type="checkbox"/> Tax |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Retirement & Employee Benefits | <input type="checkbox"/> Estate Planning |

SMU Graduate Test Preparation

- | | | |
|-------------------------------|------------------------------|-------------------------------|
| <input type="checkbox"/> LSAT | <input type="checkbox"/> GRE | <input type="checkbox"/> GMAT |
|-------------------------------|------------------------------|-------------------------------|

SMU Nonprofit Leadership Certificate Program

Area of specialization: _____

SMU Certified Employee Benefits Specialist Study Program

Area of specialization: _____

PROPOSED COURSE INFORMATION

Proposed course title: _____

Under separate cover, please submit the following items electronically with this application form:

- Proposed course description (no more than 200 words)
- Proposed course outline/syllabus
- Course Definition Form (found at smu.edu/continuingstudies/proposal)
- Formal résumé or curriculum vitae
- Three professional references

EXPERIENCE SUMMARY

Please briefly describe your teaching experience(s):

COMPLIANCE

___ To the best of my knowledge, all the information I have provided herein is correct.

___ Should my application be accepted, I am prepared to submit to a background check, as well as to the guidelines set forth in the SMU Code of Ethics and the *SMU Continuing and Professional Education Instructor Manual*.

PLEASE COPY/PASTE THIS FORM INTO A WORD DOCUMENT; THEN COMPLETE THE FORM AND SAVE A COPY FOR YOUR RECORDS. PLEASE THEN E-MAIL THE COMPLETED FORM AND OTHER REQUESTED ITEMS TO SMU CONTINUING AND PROFESSIONAL EDUCATION AT **SMUTHINK@SMU.EDU**. DUE TO THE VOLUME OF PROPOSALS RECEIVED, ONLY ELECTRONICALLY SUBMITTED PROPOSALS WILL BE REVIEWED.

Please note:

- Proposals are accepted year round. The fall term begins in early September, the winter term begins in late January, and the spring term begins in late March. A modest course array is offered each summer; summer courses begin in early June.
- Due to the volume of proposals received, only accepted proposals will result in contact from Continuing and Professional Education staff.
- New course development takes approximately 4–6 months; proposed courses will be considered for the next available term.