



**INDIANA UNIVERSITY
PURDUE UNIVERSITY
FORT WAYNE**

ATTEND TODAY. ACHIEVE TOMORROW.

Training Outreach Intention to Teach Request

Note: This request is for non-credit courses only.

IPFW is interested in your ideas to help us maintain our position as partner of choice in delivering quality professional and lifelong learning opportunities to northeast Indiana. **Please complete this form** if you would like to teach a course for either public or corporate clients. If you are a new instructor at IPFW, please include your resume and credentials.

Completed forms are due in advance of each semester.

Email form back to: learnnow@ipfw.edu

Contact Continuing Studies (learnnow@ipfw.edu), 260-481-6619 with any questions.

Complete the information below if you would like to teach an existing or new course.

All forms will be submitted for consideration.

If your course is selected, you will be contacted to for further discussion.

Please note: Courses are scheduled according to semester guidelines.

Instructor Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: (day/evening) _____

Email address: _____

Course Information

I have taught a course titled: _____
and would like to teach it again.

I would like to offer a new course titled: _____

The new course is: Already Developed

In Development Phase. If so, how long to complete? _____

This course consists of _____ number of class meetings.

Preferred Course Dates*: Begin: (day) _____ Date _____/_____/_____

End: (day) _____ Date _____/_____/_____

Preferred Course Time: From: _____ To: _____

Preferred Audience: Public (on campus) Corporate (off campus)

Preferred Method of Delivery: Classroom Online Hybrid (Classroom/Online mix)

Available to Teach: AM PM Mon Tues Wed Thurs Fri Sat

*Dates are set after course is approved.

We will attempt to offer classes on the preferred days & times.

Marketing Your Course

Help us generate interest in your course.

Please provide places, people and/or groups where your course could be marketed.

Course Features

Explain what makes this course unique and innovative. Describe the benefits this course will provide to participants.

Short Course Description

(Used to market class and for catalog description.)

Detailed Course Description