

# PSU Professional Development Center Course Inquiry

Often, the Professional Development Center is approached by potential instructors interested in teaching for us. To be considered for teaching courses for the PDC, please complete this form in full. Submission requirements are on the final page.

**Topics of Interest to PDC** This is by no means an all inclusive list. If your topic is not listed, include a brief statement of rationale for relevancy to PSU Professional Development Center.

- **Advertising and Marketing;** Creative Copywriting, Consumer Behavior, Account Management, Traffic Coordination, Strategy, Branding
- **Business Finance (for non-financial managers)**
- **Business Management;** Leadership in a High Performance Organization, Economics for Managers, HR Law, Contract Law, Marketing Management, Cost Control & Management Decision Making, Global Markets, Information Resource Management
- **Business to Business Marketing;** Portfolio Management
- **Communication;** Business Writing I & II, Tact & Diplomacy,
- **Current Topics and Contemporary Issues**
- **Ethics in Healthcare**
- **Financial Accounting, Financial Management**
- **Fundamentals of Marketing**
- **Healthcare Management** Advanced coursework
- **Lean Certification** Overview of Lean and Its Origins, Managing the Lean Transition, The Business Case and Organization Support for Lean Management, Applying Lean Concepts to Government and Service Industries
- **Legal Nurse Consultant;** paralegal studies, legal computer applications, legal nurse practice and ethics, research, civil tort litigation
- **Mediation & Conflict;** Alternative Dispute Regulation, State Regulations and Ethics, Family Law Facilitative Mediation, Civil Law Mediation, Cultural Diversity, Workplace Dispute Resolution, Methods

## CONTACT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Web Site: \_\_\_\_\_

## ABOUT YOUR COURSE

Our courses vary in length; on average they are either a 6 hour seminar, or a short-course of 15 – 24 hours in length. Most of our instructors are paid an hourly rate for instruction only. On very rare occasions curriculum development is funded.

Full Day Seminar	Short Course (# of Hours _____ )
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1. List your course title (It does not have to be one listed above) and 3 major learning objectives.
2. Describe the intended audience in terms of their years of experience, job titles, skill levels or other relevant criteria.

3. Provide a copy of your course outline and include a rough timing sequence. In this outline, describe the training modalities (lecture, small/large group discussion, individual cognitive activities, experiential activities, etc.) you use to actively engage the audience.
4. Include sample course materials including; a list of products or books that you'd like included for the course.

## MARKETING YOUR COURSE

To effectively market your course to our customers, the following information would be extremely helpful. We will ask your participation at our information sessions or in e-newsletters to further market the course.

1. A full resume.
2. A 90 word bio sketch.
3. A 90 word description of your course, course title, three bullets answering the question how will the student benefit, three bullets answering the question what will the student cover.
4. Three letters of reference: one from a student, one from a client or employer, one from a colleague.

## SUBMISSION

Submission Deadlines:

Fall	April 1
Winter	April 1
Spring	November 1
Summer	November 1

Please complete this form in its entirety using Microsoft Word. Please do not submit as a PDF or other word processing document. Incomplete submissions will not be considered.

**Please return all materials via email only. The subject line should read “Last Name, First Name Instructor Course Inquiry”. Send materials to the PDC at: [llsilver@pdx.edu](mailto:llsilver@pdx.edu).**

Upon receipt, your submission will be acknowledged and then forwarded to all relevant program managers. If your submission is a fit with their program goals, they will contact you directly for further discussion.

Thank you for your interest in teaching for the Professional Development Center.