**ACE Short Course Proposal Form**

|  |
| --- |
| **Course Title** |
| **Course Image**  Please return with this form a suitable image to accompany the course outline for use on the course webpage. Please ensure that the image is free of copyright issues.  Portrait format works best. |
| **Course Teaser (max. 25 words)** |
| **Course Duration: (please select 6,8 or 10 weeks)** |
| **Delivery mode: (please state your preference for either online delivery or face-to-face in-class delivery)**  Note online is delivered through MS Teams |
| **Course Overview (max. 500 words):**  Include: A general and inviting introduction to the course;  Identify unique or distinctive aspects of the course. |
| **Course Schedule (max 500 words):**  Include: the day/evening of offering;  Include the breakdown of lectures per week and what will be covered;  Week 1 ( plus content detail)  Week 2 etc. |
| **Please provide details of your teaching qualifications with attention to your teaching experiences with adult learners** |
| **If you are proposing online delivery, please provided details of your qualifications and experience of teaching in online environments** |
| **Course Lecturer** (your biographical details, max. 300 words) |
| **Don’t forget to also send as an attachment a high res. file of a suitable image** |