

**SMU CONTINUING AND PROFESSIONAL EDUCATION
PROSPECTIVE INSTRUCTOR APPLICATION FORM**

PLEASE COMPLETE THIS FORM AND PRINT 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 HIGH VOLUME OF PROPOSALS RECEIVED, ONLY ELECTRONICALLY SUBMITTED PROPOSALS WILL BE REVIEWED.

Date

PERSONAL INFORMATION

name

address

city

state

zip code

country

day phone

evening phone

fax number

e-mail

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 |
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SMU Nonprofit Leadership Certification 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 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 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 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.

Once you have completed the online Instructor Application Form, please click on the "Submit by Email" button in the top right hand corner. Due to the high volume of applications received, only electronically submitted proposals will be reviewed.