



BOULDER COLLEGE OF MASSAGE THERAPY

celebrating over thirty years of excellence

2010 Continuing Education Course Proposal

Dear Instructor,

Thank you for your interest in teaching a continuing education course at BCMT. Each spring we look ahead to the continuing education course offerings for the following year. If you are interested in proposing a continuing education stand-alone course for 2010, the information from items #1-9 must be completed and returned to Suzanne Carroll no later than Friday, April 10, 2009 for priority consideration. All new proposals received by the deadline will be considered at the same time, considering both quality of and potential interest in the individual course along with how the course fits into the overall schedule of offerings. Late proposals may be considered depending on the course schedule and the potential for meeting the deadlines for external approval. If your course is preliminarily chosen to be a good fit for the 2010 catalog, you will be requested to complete the rest of the information. In order for new courses to continue along in the approval process, all of the requested information must be completed by the end of the spring quarter (mid-June).

Thank you in advance for your contributions to BCMT's continuing education program.

Suzanne

Items required for the process to begin (prepared by and submitted by the designer/instructor of the new/changed course)

Items #1-9 Due by April 10th

1. Course Title
2. Name and resume of program designer/instructor
3. New or Revised
4. Proposed Date of Implementation
5. Course Length in Hours and Number of Days
6. Course Description
7. Specific Course Objectives
8. Prerequisites
9. Basic Outline of Course Activities and Topics

Items #10-16 to be completed by mid-June (after initial approval)

10. A comprehensive outline of the course, including a breakdown of the subject or units of learning to be covered.
11. Hours of Theory and Hours of Lab = total contact hours
12. Location of course (BCMT or other)

13. Daily schedule for the program (in detail-include breaks and lunch periods)
14. Learner Outcomes
15. Special equipment/supplies required
16. Textbooks to be used during the course

Sequence of activities for course approval:

1. Proposal is submitted to BCMT
2. The proposal is brought to the leadership and Education teams for review.
3. Responses on all proposals will be communicated in writing
4. The remaining information is compiled before it is sent to external groups for approval
5. The approval process for the paperwork of new and changed CE courses to be held at BCMT can take up to 6 months, depending on when approval meetings are held by the three approving agencies (BCMT, DPOS and NCBTMB). Therefore, your attention to time-sensitivity will be appreciated.
6. If approved, the instructor and BCMT staff will work together on the details of course implementation.
7. The course is advertised in the catalog, on the website, and through posted flyers.
Additional marketing (especially word of mouth) by the instructor is highly encouraged!

Thank you again. Please send your proposals to:

Boulder College of Massage Therapy
6255 Longbow Drive
Boulder, CO 80301
Attn: Director of Education

Fax: 303-530-2204