

**PROGRAM COURSE OF STUDY FORM
FOR A VOCATIONAL PROGRAM**

Revised August 2009

Name of School: _____

Address: _____

Name of Contact Person: _____ Phone: _____

Email: _____ Fax Number: _____

Program Title: _____

Credential to be awarded: _____

For what occupation will this program prepare a student? _____

What are the requirements for admission? _____

Tuition: _____ Fees - itemized: _____

Total tuition & fees: _____

Total Number of Clock/Contact Hours: _____

If applicable, specify credit hours: Semester or Quarter **Total Credit Hours:** _____

Proposed Program Start Date: _____ Faculty/Student Ratio: _____

Length in Weeks: _____ Length in Months: _____ Length in Years: _____

2. Submit a brief description for each course within the program.
3. Submit a draft of the proposed program(s), **as it will appear in the catalog**, to include:
 - a. Description of the program that includes the title, objective, clock/credit hours, length of time normally to complete the program.
 - b. Tuition and fees
 - c. Admissions requirements
 - d. Graduation requirements
 - e. Licensing requirements for graduates to practice.
 - f. Credential to be awarded upon completion of the program.
4. A list of assigned textbooks or learning materials for this program.
5. List of the fixed equipment required to offer the program. Identify separately equipment, materials, etc. required for the student.
6. If applicable, submit the following information on the practicum, externship/internship:
 - a. Provide an explanation of the student's goals and the student's responsibilities at the externship/internship site.
 - b. Provide the evaluation criteria which will be used by the employer or supervisor to assist in evaluating the student's attainment of the training objectives.
 - c. A certificate of insurance demonstrating adequate liability coverage at the externship site
 - d. If an externship, provide a list of available extern sites.
7. For online delivery, explain in detail the program delivery system, including student/teacher interaction.
8. Complete information on local, state or national requirements for graduates to practice; identify how the program content will qualify the graduate to seek certification or licensure.
9. Market Research summary/industry career opportunities for program graduates. Include information on job availability, industry outlook, starting salaries, and potential employers for program graduates.
10. Provide the Program Director and Faculty Requirements to teach the courses/program to demonstrate compliance with R4-39-303
11. Copy of diploma or certificate to be issued with the exact program name.