

Cambridge College
School of Education
Instructions for Collaborative Course Proposals

The first step is to contact the Program Coordinator for Professional Development & Collaborative Programs to let us know of your interest. The following is a step-by-step outline of the procedure for course proposals:

- 1) Contact Program Coordinator for Professional Development & Collaborative Programs: 617-873-0291. He will assist you with the process.
- 2) Prepare your course syllabus using the Cambridge College syllabus template (Part I, Part II)
- 3) Send by email the relevant items listed below to Dr. George C. Guasconi, Program Coordinator for Professional Development, at george.guasconi@cambridgecollege.edu :
 - a. Course title
 - b. Instructor's name
 - c. Days, dates, times you proposed to offer the course
 - d. Location the course will be presented
 - e. Attach course syllabus
 - f. Attach resume of instructor(PLEASE NOTE that instructors must be currently recognized by Cambridge College as members of the faculty. Individuals who are not currently affiliated with the college should contact the Program Coordinator to seek appointment.)
- 4) The Program Coordinator will work with you to obtain approval for new courses.
- 5) Once the Program Coordinator has reviewed all documents and the course has been approved, he will prepare a Memorandum of Understanding (MOU) and send it to you for your signature.
- 6) The MOU includes course details, course evaluation instructions and information regarding contact with the Faculty Contracts Administrator. A member of the Academic Affairs Office will contact instructors with their PIN number and instructions for entering grades electronically. The MOU is the signed agreement which provides permission for you to offer the course.
- 7) The Program Coordinator will provide the course instructor with the necessary forms: Class Roster template, Registration Form and Business Form. These forms will need to be completed by those students who want graduate credit.
- 8) Instructors will return all forms, the class roster and payment to Dr. Guasconi:

Dr. George C. Guasconi
Program Coordinator for Professional Development
School of Education
1000 Massachusetts Ave.
Cambridge, MA 02138

- 9) Once the forms have been processed by administrative offices, the students names will appear on the instructors' roster (found in My CC portal on the Cambridge College website). The instructor enters grades electronically. The student will receive a letter from the Registrar's office conveying their grade for the course. If students want an official transcript of their course history, they must request it from the Registrar's Office.