

# Park University

## Justification for Course Approval

**Your request for course approval will not be submitted unless a separate justification form is submitted for each course. You may submit up to 5 course justification forms as a new Online Instructor.**

Please complete a detailed explanation of your experience and qualifications for each course you are requesting to teach. Experience can include academic studies, professional experience, evidence of successful teaching experience, publications, or participation in research.

For a schedule of courses currently offered online, go to our web site at <http://www.park.edu/course>. Select "Online courses" from the Drop box (ug courses) or select the appropriate Master's degree program (i.e. Master of Public Affairs – Online).

Your Name: \_\_\_\_\_

Course Code and Title: \_\_\_\_\_

Describe your experience teaching this or a similar course (face to face or Online) for an accredited college or University. You may wish to submit a course syllabus and a instructor/faculty evaluation as part of your justification.

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List any coursework, professional experience, publications, or research you would like to be considered:

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For Undergraduate Level courses (100-400), do you have a master's degree in the course discipline area or a master's degree in a related field with 3 years experience teaching in the discipline you would like to teach? Yes \_\_\_\_\_ No \_\_\_\_\_

For Graduate Level courses (500-600), do you have a terminal degree in the course discipline area? Yes \_\_\_\_\_ No \_\_\_\_\_