

# Options Course Proposal Instructions

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## ***Deadlines for Submission/Acceptance of Proposal***

Course proposals are accepted on an ongoing basis. Please refer to the Options Program website for semester course deadlines. All forms submitted after this deadline will be considered for the subsequent semester unless otherwise noted on the Course Proposal Form.

We recognize that schedules change, so if you should find yourself suddenly unable to teach in the time slot you requested, please contact an Options Student Assistant, at [options@stucen.gatech.edu](mailto:options@stucen.gatech.edu) or Tasha Myers, Program Advisor, at [tasha.myers@stucen.gatech.edu](mailto:tasha.myers@stucen.gatech.edu) to discuss schedule rearrangement.

## ***Completing Your Options Proposal Form***

1. All interested instructors need to fill out the proposal form selecting the semester(s) of instruction for the course. The Course Proposal Form must be fully completed online. It is available on the Options website. A paper copy is available by request.
2. If you are co-teaching, please note this on your form. All written correspondence will be sent to the primary instructor only. In addition, the co-teacher space has a space for you to inform us of the percentage of the fees for the class this co-teacher should receive.
3. Every effort will be made to assign accepted classes to instructors' top choices for day, date, and time. Before we publicize any classes, we will confirm the fee, day, date, and time of all classes with the instructors.
4. The application forms allow you to set the maximum enrollment you desire for your class. Please note that the Options Committee may need to set your enrollment limits at a lower number due to the size of the room available or equipment constraints. The maximum number for all dance classes held in the Ballroom is 60 students.
5. The minimum enrollment for all classes is 4, except for dance classes, which is 6. Also please state your preferred minimum enrollment, but please note that the final decision is up to the discretion of the Options Committee.

## ***Before proceeding to the online proposal form, you MUST know the following information:***

1. Course Title
2. Course Description
3. Company/Organization sponsoring this course (if applicable)
4. Instructor Information (e-mail, phone number)
  - Secondary Instructor Information(e-mail, phone number),
  - Percentage compensation of secondary instructor (if applicable)
5. Maximum and Minimum enrollment numbers
6. Desired class equipment and desired room set-up
7. Proposed participation and materials fees

8. Preferences regarding course location, time, duration, and day of week.

As you are filling out these forms, please feel free to call us whenever questions arise. The office phone number is 404-894-2805.

### ***Pricing Your Class***

The mission of the Options Program is to provide the Georgia Tech community with fun, *reasonably-priced*, enriching learning experiences, as well as the chance to come together with like-minded people in order to build community within the various classes. Reasonable prices benefit both the students in your class and you as well. Those classes with the most reasonable prices tend to have the highest enrollment, offering as many students as possible the chance to have fun, learn new things, and meet people with whom they share interests. When pricing your course, please remember that more students at a lower rate could lead to a significantly higher payment for your services than fewer students at a higher rate. **The Options Committee reserves the right to recommend an alternate pricing for your course.**

In addition to considering the above information in pricing your course, please be aware that parking is not provided for instructors or students. Parking is available in paid lots on campus. Visitor Lot 2 is adjacent to the Student Center and charges \$1.25/hour. Parking is free on the weekends and after 5pm on the street.

There are distinct fee levels for students, faculty/staff/family, and community members. When setting your fee, please set it at the student level. Faculty/Staff/Alumni pay \$10 more than students, and community members pay \$15 more than students.

The payment formula is as follows:

Total Course revenue = all income collected per class

Total Course Revenue – 20% = payment to instructor

Payment for course instruction is provided 3-4 weeks following the end of the course.

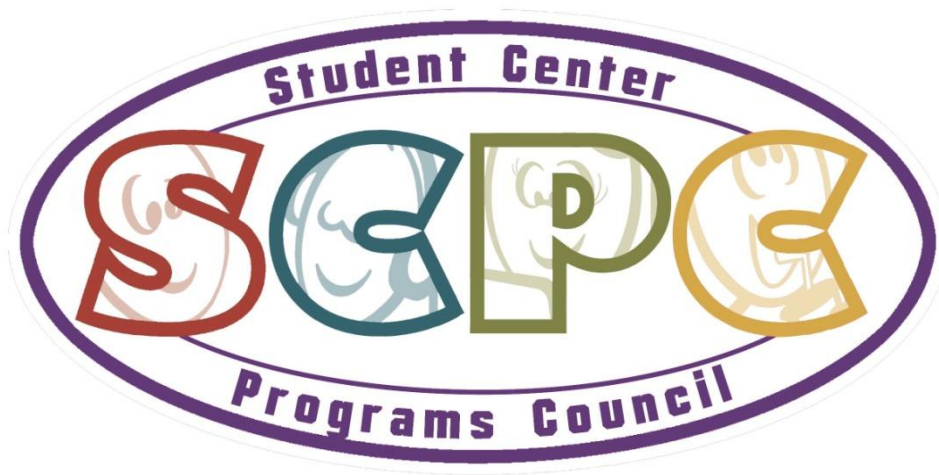
Given the payment structure, some instructors select to charge students a materials fee, which can be collected the first day of class. Materials fees should only be charged in the case where photocopies, books, or other instructional materials are provided by the instructor. These fees should *only* be charged to directly compensate for the cost of materials the instructor directly provides to students.

### ***Accepting Your Course***

All Course Proposal Forms are reviewed by students on the Student Center Programs Council Options Committee. The committee has the right to deny any proposal. The committee may choose to ask for a presentation or demonstration from the instructor(s) of the course before deciding to accept a course.

Upon notification of your course's acceptance, we will send out the date and time for the course and the Options Instructor Contract. You will have 10 business days to return the contract and accept the offer. All instructors that do not return contracts by this deadline will be notified of the cancellation of the proposed class.

Co-instructors who have not arranged for separate payment do not need to fill out a contract.



*If you have any questions or concerns, do not hesitate to call the Student Center Programs Council at 404-894-2805.*