



PROGRAM PROPOSAL FORM
Harvard University Graduate School of Design
Office of Executive Education
1033 Massachusetts Avenue, Fourth Floor
Cambridge, MA 02138
T: 617.496.0436; F: 617.496.0297

Please complete this form and return with your resume/cv and a draft program syllabus to the above address. Your information will allow us to initiate the process of creating a new program. Contact our department if you have any questions. Thank you.

Title of Program: _____

Proposed By: _____

Mailing Address: _____

Email: _____

TARGET AUDIENCE - Briefly describe the intended audience for this program:

CORE COMPONENTS - What **key topics** will be addressed within this program?

TEACHING INTENT - In the space provided, describe the intent of the proposed program. Specifically, explain its importance, why you believe it should be taught, and how it will be of use to the attendees.

METHODS -What teaching styles and tools are preferred for program instruction? (Check all that apply)

- Lecture Style Case Study Group Project Work
 Discussion Style Field Trip PPT/Slides
 Other (Please Describe): _____

Length of Program: 1 day 2 days 3 days 4 days 5 days

Preferred Time of Year: Fall Winter Spring Summer