

# UC Davis Academic Advisor Certificate Series

## WORKSHOP PROPOSAL FORM

Thank you for your interest in developing a course for the UC Davis Academic Advisor Certificate. Please complete the following proposal form to submit your course for consideration by the Advisor Training and Professional Development Committee. The committee will evaluate your proposal and notify you if your course is approved to apply towards the certificate series. Course developers/facilitators must be able to offer the course at least once per calendar year. To send completed forms as an attachment, [click here](#).

Questions can be directed to Nicole Wood at [nwood@ucdavis.edu](mailto:nwood@ucdavis.edu).

Course Developers' Name(s)

Course Developers' Title(s)

Course Developers' Department(s)

Course Developers' Brief Bios

Course Developers' Email(s)

Course Developers' Direct Phone Number

Course Title

Course Length

**Abbreviated Course Description**

This summary would be publicized via SDPS.

**Extended Course Description**

Please describe the goals of the course, how the course is relevant to advising at UC Davis, and how the course fulfills an unmet training need.

**Requirements**

What will the course require for facilities, room-set-up, equipment, materials, etc?

**Course Syllabus**

Clearly state structure of the course, learning objectives, and integrated activities.

What NACADA Advisor Training Component does the course fall under?

Conceptual - the conceptual and theoretical foundations of advising

Informational - institution specific knowledge of programs, policy, procedure and resources

Relational - interpersonal communication skills: building the rapport needed to facilitate advising

**Experience**

Please describe your previous experience with facilitating courses and/or large group presentations.

Will you be able to offer the class at least once per calendar year?

Yes

No

Have you discussed your time commitment for the course with your supervisor?

Yes

No