

SEMINAR PROPOSAL FOR PRI

pri IS SEEKING APPLICATIONS FOR NEW COURSES AND INSTRUCTORS. PLEASE PROPOSE A 2-HOUR, 4-HOUR, OR FULL DAY COURSE.

**PROPOSED SEMINAR FOR PRI**



**LESSON PLAN**

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| **CLASS TITLE:** | **NUMBER OF COURSE HOURS** |
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| --- | --- | --- |
| **YOUR NAME** | **EMAIL** | **TODAY’S DATE** |
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| **COURSE OVERVIEW/DESCRIPTION** |
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| **LEARNING OBJECTIVES** |
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**COURSE OUTLINE**

**Provide a detailed outline describing the curriculum in order of presentation. For example:**

1. **Introduction (describe your introduction of the class)**
2. **Block I (describe content)**
   1. **Content**
   2. **Content**
   3. **Content**
3. **Block II…**
4. **Block III…**
5. **Conclusion**

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| **COURSE OUTLINE**    **OUTLINE CONTINUED** |
| **LIST ALL SOURCES OF RESEARCH THAT YOU WILL USE FOR REFERENCE MATERIAL OR COURSE CONTENT.** |
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| **DESCRIBE THE SPECIFIC LEGAL STANDARDS THAT APPLY TO WHAT ATTENDEES WILL LEARN (LAWS, RETENTION SCHEDULES, STATE ARCHIVES, ETC.) IN YOUR STATE.** |
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**INSTRUCTOR BIO AND EXPERIENCE**

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| **CURRENT EMPLOYER, IF APPLICABLE** | **JOB TITLE (CURRENT OR MOST RECENT JOB TITLE)** |
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| **LIST ALL PREVIOUS EMPLOYERS** | **JOB TITLES** |
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| **BACKGROUND. DESCRIBE THE FOLLOWING:**   * **Years of experience** * **Degrees held** * **Assignments throughout your career** * **Specific records or other topic-related projects, work, accomplishments, areas of expertise** * **Names of courses you have taught, your teaching style, and how you keep students engaged** |
| **CONTINUED** | |
| **CONTINUED** | |