

Cover Letter

A cover letter on agency letterhead indicates understanding of the course cost and authorizes OES to organize and offer the course on a contract basis. The following sample meets this requirement:

Sample Letter of Request

Please consider this a letter of request that the Office of Education Services implement (name of the course) described on the enclosed request form and proposed syllabus on a contract basis to staff members of (sponsoring organization) during the (name of) semester, 200__, beginning on (day) at (time). I understand that the cost of this course will be (amount) to be billed while the course is in progress.*

Contract Course Request Form

This form must include all requested information and reflect adherence to the following guidelines.

- a. Class size is normally limited to a maximum of 25 participants per section. Smaller class sizes are necessary for some courses.
- b. Each credit requires 15 contact hours; i.e. a 3 credit course requires 45 contact hours. Contact time is normally defined as time when instructor and all class participants are meeting together. Be sure to note in the “schedule exceptions” section any days/times the class will not meet as scheduled such as holidays, spring break, parent conference days, etc.
- c. Course meeting times should be spread over a minimum of three full weeks (15 work days) for a 3-credit course.
- d. It is important to notify OES about any changes in the course schedule or location so that our records accurately reflect the course information. This is also necessary because OES staff members (and sometimes GMU faculty members) visit selected courses.

*Current rate for a 3 credit course is \$11,000