

# DSWFitness CORRESPONDENCE COURSE PROSPECTUS

Thank you for contacting DSWFitness regarding your interest in writing a home study continuing education course. Our aim is to publish up-to-date, quality CE courses for health and fitness professionals. We work closely with our authors to ensure quality publications that meet the Best Practice standards for independent distance learning and to make the experience efficient and rewarding. The development and publication of a course takes between 9 and 12 months and sometimes longer for more in-depth topics.

## To Submit Your Course Proposal

The following is required to effectively evaluate your course proposal:

### *Contact Information*

Author  
Title  
Mailing address  
Phone number (work, home)  
Email address  
Fax number

### *Course Project*

#### **Working Title**

**Description** – 1-3 paragraphs that describe the course and your rationale for writing the course.

**Target Market** – specifically describe the primary and secondary target market.

**Outstanding Features** – 1-3 paragraphs that state what you consider to be outstanding, innovative, or distinctive features of the course.

**Benefits to Reader** – 1-3 paragraphs that describe the benefits of the course to the reader and how the course will be different from existing materials in the field.

**Support Materials** – the following materials are required to apply for professional CECs and must be included in your course.

Title page  
Table of contents  
Learning objectives  
End-of-chapter self-check quizzes/practicum assignments  
Case studies  
References/Bibliography  
Multiple choice exam

**Optional elements** that may be included in the manuscript:

Dedication/acknowledgments  
Foreword  
Illustrations/diagrams/photographs  
Glossary  
Appendices  
Client handouts  
Chapter summaries  
Other (please explain)

### ***Project Status***

What will the final course product consist of? (DVD, CD, textbook, workbook, exam, study guide).

What do you estimate to be the number of pages of the completed text or workbook?

What is estimated timetable to submit the completed manuscript?

### **Content Outline**

Prepare a comprehensive content outline (3-8 pages) for the proposed course. Include chapter heads (titles) and subheads with a brief description of each chapter.

### **Sample writing**

If you have begun writing, please submit several chapters for review. If you have not begun writing, please submit samples of your writing.

### **Author Qualifications**

Please submit your qualifications for writing the course and attach a current resume.

Please review the Author Guidelines prior to submitting your proposal.