

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.

Submit Your Course Proposal

The following is required to effectively evaluate your course proposal:

1. Contact Information

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

2. 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.

3. 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?

4. 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.

5. 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.

6. 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.

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 course:

- Dedication/acknowledgments
- Foreword
- Illustrations/diagrams/photographs
- Glossary
- Appendices
- Client handouts
- Chapter summaries