

Course Planning Worksheet | Women in Agriculture Program

Use this worksheet to prepare course information and as a guide for required information on the online course submission form. Submit your course online at www.aep.iastate.edu/womeninag/submit

Course Details

- Annie's Project: Farm Business Management
- Heartbeat of the Farm: Human Resources
- Managing for Today and Tomorrow
- Women Managing Farm Finances
- Women Planning Ag Businesses
- Women Managing Cattle
- Women Marketing Grain
- Other _____

Registration limit (max capacity)

Reimbursement county

Course location

If this course will be meeting at multiple locations, list the location of the first meeting here and include additional location in notes below.

facility name

address

city state ZIP

county ISUEO region #

Dates

Number of sessions

Meets on (day of week)

(if multiple or varies select other, explain in notes)

1st class date

2nd class date

3rd class date

4th class date

5th class date

6th class date

(leave unused class dates empty)

Times

Class START time AM / PM

Class END time AM / PM

MEAL time AM / PM

(if no meal served, leave blank)

Local contact

Local contact handling registration questions, course logistics, and primary contact for communications. Certificates will be mailed to this address.

first name

last name

title *(ie - program coordinator)*

address

city state ZIP

county phone

e-mail

Field or campus contact

Field specialist or campus subject matter specialist leading program planning for this course.

first name

last name

title *(ie - program coordinator)*

e-mail

phone

System access and notifications

Confirmations (ISU NetID)

Receives copy of each registration confirmation e-mail.

One ISU address only.

System access (ISU NetID)

Receives access to online system to view and download course registration list. One ISU address only.

Sponsors

Notes