

New Undergraduate Course Proposal

Part 2: Outline of Narrative

- To ensure that readers understand all aspects of the proposal, please use the following outline to organize your narrative, *entering each item number and heading as it appears in Parts I and II below*.
- Please use person-first (e.g., “student with a learning disability” vs. “learning disabled student”) and gender-inclusive language.
- Number each page of the narrative, and review the completed proposal to ensure that there are no missing pages.
- Review the checklist and follow the submission procedures on p. 3.

Part I: Summary Information for College Records

1. Title of course: Please limit to 30 units, including spaces. If it is absolutely necessary to use a longer title, please select a clear, understandable abbreviation. Remember that it is the abbreviation, and not the long title, that will appear in the Schedule of Classes and on students’ transcripts.
2. Full course number (3 letters/3 digits): The course number may be assigned by the department or by Records & Registration. It must not be in current use (i.e., not currently in the Course Master File). Previously assigned course numbers may be reused only if officially dropped two or more years ago.
3. Catalog description: Please limit to approximately 35 words, and do not include wording such as, “This course is...”
4. Semester credit hours
5. Instructional information:
 - a. Type of instruction (lecture, lab, tutorial, etc.)
 - b. Location (on campus, off campus)
 - c. Contact hours & number of class sessions per week (Lecture classes require 50 minutes for each credit hour; labs require 100 minutes for each credit hour.)
 - d. Facilities (materials, equipment, space, etc.)
 - e. Class size limit (i.e., maximum enrollment) and justification for this limit
6. Indicate frequency of course offering (e.g., annually, biannually, fall/spring, summer)
7. Course designation: Is the course to be designated Liberal Arts (LA)? Writing Intensive (WI)? If WI, Writing Board review and approval is required.
8. Will the course be cross-listed? If so, have you obtained the approval of the department concerned? Please list the department and course number for cross-listing.
9. Prerequisite(s): List course prerequisites, co-requisites, and/or concurrent courses.
10. Restrictions: Restrictions manage registration by including or excluding specific majors, minors, student levels (UG/GR) or class types (Junior/Senior). Would you like to include or exclude particular students?
11. Will this course be required in any of your department’s program(s)? If so, which ones? Is it required in any programs leading to teacher certification?

Part II: In-Depth Narrative Justifying Recommendation by Department

1. Please describe the content of the course, its goals, representative texts and additional readings, required assignments, required oral presentations, the type and frequency of examinations and other methods of assessing student performance.
2. Explain the relation of this course to the department's overall goals, its other course offerings and its present programs.
3. Describe how the course is to be staffed, giving the names and qualifications of regular faculty who will teach it.
4. Are there adequate resources to support this course? Describe the budgetary impact of the course, including personnel, library, computer/equipment, laboratory, materials and supplies, and other anticipated expenses.
5. Describe the department's plans for evaluating the merits of this course.
6. Attach a model syllabus showing information to be given to students on the first day of class. The syllabus should include (but is not limited to) the following:
 - a. Course title and number
 - b. Course catalog description
 - c. Course objectives/learning outcomes
 - d. Course overview, including a list of topics to be covered
 - e. Visual media to be used; texts and other readings, including the author(s), date of publication, title, publisher and ISBN
 - f. Technological requirements for successful performance
 - g. Grading mode (A-F or S/F) and methods, including a breakdown showing the percentage of the grade to be determined by each assignment, examination, etc.
 - h. Academic Integrity Statement
 - i. Attendance policy/participation
 - j. Statement on individuals with disabilities

Checklist and Submission Procedures

Be sure that the completed proposal includes all of the following:

- Cover sheet with all required signatures: (1) proposer, (2) chair of originating department, (3) chair(s) of department(s) impacted by the course, and (4) chair of appropriate School of Education department, if applicable.
- Narrative, with pages numbered, addressing all sections of the course proposal outline.
- GE III Narrative Supplement*, if proposed course is for General Education.
- Sample syllabus (See #6, above, for components.)

Please submit *one original* course proposal (cover sheet and narrative), along with an electronic copy, to your school's/college's associate dean or governing body.