

New Course Proposal

Please attach a preliminary syllabus including student learning goals and course outcomes.

See: www.brynmawr.edu/cc/ for guidelines for Submitting a New Course Proposal

Instructor Name:	<input type="text"/>	Form Submission Date:	<input type="text"/>
Department:	<input type="text"/>		
Dept. Chair Name	<input type="text"/>	Has Chair Approved Proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Registration/Catalog Details

Course Transcript Title (30 Characters):	<input type="text"/>
Course Catalog Title (60 Characters):	<input type="text"/>
Course Level*: <input type="checkbox"/> Introductory (100) <input type="checkbox"/> Intermediate (200) <input type="checkbox"/> Advanced (300)	Preferred Course #: <input type="text"/>

**As noted in the Guidelines, courses without prerequisites (open to all) generally should be numbered in the 100's*

Does proposed course replace an existing course? ☐ Yes, Course Number ☐ No

Course Catalog Description:

Course Prerequisites:

Semester/Year in which course will be offered: ☐ Fall ☐ Spring

How often will the course be offered? ☐ Every Fall ☐ Every Spring ☐ Every Semester ☐ Yearly ☐ Every Other Fall
☐ Every Other Spring ☐ Occasionally ☐ Only Once

Proposed **weekly meeting days/times**:

Have the meeting times been discussed with the department chair and counterpart dept chair (if any)? ☐ Yes ☐ No

Focus Course? ☐ Yes, ☐ No During which **half of the term** will course be offered? ☐ 1st ☐ 2nd

360 Information

Is the proposed course offered as **part of a 360** course cluster? ☐ Yes ☐ No

If Yes, give title of 360:

Status of 360 proposal / meeting with Provost / 360 Committee: ☐ Approved ☐ Under Review/ Scheduled

Course #2 to be linked to the 360:

☐ New ☐ Existing

Course #3 to be linked to the 360:

☐ New ☐ Existing

Units/Enrollment

How many **course credits will students receive** for the course? (*Most full semester courses equal 1 unit*)

☐ 0.25 Units ☐ 0.50 Units ☐ 1 Unit ☐ 1.5 Units ☐ 2 Units

If **proposal changes student credit** for an existing course, state course name and former credit amount:

How many **course equivalents are expected for instructor** offering the new course? (*Most full semester courses equal 1*)

☐ 0.50 Credit ☐ 1 Credit ☐ 1.5 Credits ☐ 2 Credits

If instructor credit other than one is expected, state reason; e.g., half-term course, course involves laboratory instruction, multiple sections taught by the same instructor, high course enrollment (>60):

Is this a **limited enrollment** (capped) course? ☐ Yes ☐ No If yes, what is the numerical limit?

Comment on **pedagogical goals served by limiting enrollments and criteria to be used in lottery**:

Should registrar **hold seats** for first-year (Fall semester only) or Post Bacc Students?

☐ Yes ☐ No If yes, how many?

Integration of the Proposed Course into Existing Curriculum

How does the proposed course fit into departmental course offerings and major program?

☐ Required of all majors (core course) ☐ Elective in Major ☐ Writing Experience/Senior Capstone ☐ Not designed for majors

☐ Other:

Does this course fulfill the **Writing Intensive (Attentive)** major requirement? ☐ Yes, Intensive ☐ Yes, Attentive ☐ No

Course counts for major credit in additional dept(s):

Course counts for credit in concentration(s)/minor(s):

Is **cross-listing** requested? ☐ Yes ☐ No If yes, list cross-listing depts:

Have departments cross-listing or counting new course towards major received the new course proposal? ☐ Yes ☐ No

Does the course satisfy one of the **Approaches to Inquiry? (100 and 200 Level Only)** ☐ None
☐ CI (Critical Interpretation) ☐ CC (Cross-Cultural Analysis) ☐ IP (Inquiry into the Past) ☐ SI (Scientific Investigation)

Does the course satisfy the **Quantitative and Mathematical Reasoning Requirement? (QM)** ☐ Yes ☐ No

Does the course assume **mastery of quantitative skills** consistent with completion of the QUAN 001 course or achieving a satisfactory score of the diagnostic Q-Skills assessment? ☐ Yes ☐ No

Which learning goals from syllabus demonstrate how the course addresses the Approach indicated above:

Is this a **Praxis course?** ☐ Yes, Praxis I ☐ Yes, Praxis II ☐ Yes, Praxis III ☐ No

Would you like someone to contact you to explore the opportunities available for this course from the **Praxis Office?** ☐ Yes ☐ No

Bi-Co and Tri-Co Cooperation

Is there a counterpart department or program at Haverford or Swarthmore that should be notified of the proposed new course offering? ☐ Yes ☐ No

If Yes, has chair or director of counterpart program been made aware of the proposed new course? ☐ Yes ☐ No ☐ N/A

Additional Course Conduct and Planning Information

Will any **written work** (e.g., term papers, essays, reading responses) be assigned? ☐ Yes ☐ No

Will there be a **draft/revision** process for any assigned papers? ☐ Yes, for all ☐ Yes, for some ☐ No

Will **quantitative problem sets** be turned in and graded? ☐ Yes ☐ No

Is **lab work** or **off-campus fieldwork**, outside of class lecture meeting times, a requirement of this course?

☐ Yes, lab hours per week: ☐ Yes, fieldwork hours per week: ☐ No

Are full-day/multi-day **off campus field trips** required for this course? ☐ Yes, # days total: ☐ No

How many **student instructional assistants** will be involved in supporting the course as graders, lab assistants or recitation leaders? ☐ None

Yes, # of undergraduates: Yes, # graduate students Yes, # of peer-led instructors:

If there is a compelling reason to use an **alternative to self-scheduled final exam**, note what type of exam will be given (e.g., scheduled exam, paper in lieu of exam) and briefly state why it is necessary.