COMMITTEE ON ACADEMIC STANDARDS, CURRICULUM AND PEDAGOGY

TEMPLATE

**NEW COURSE PROPOSAL FORM**

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| Faculty:  Indicate all relevant Faculty(ies) |  |

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| Department:  Indicate department and course prefix (e.g. Languages, GER) |  | **Date of Submission:** |  |

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| **Course Number:**  Special Topics courses  Include variance (e.g.  HUMA 3000C 6.0,  Variance is “C”) |  | **Var:** |  | **Academic Credit Weight:**  Indicate both the fee, and MTCU weight if different from academic weight (e.g. AC=6, FEE=8, MET=6 |  |

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| **Course Title:**  The official name of the course as it will appear in the Undergraduate Calendar and on the Repository |  |
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| **Short Title:**  Appears on any documents where space is limited - e.g. transcripts and lecture schedules - **maximum 40 characters** |  |
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With every new course proposal it is the Department’s responsibility to ensure that new courses do not overlap with existing courses in other units. If similarities exist, consultation with the respective departments is necessary to determine degree credit exclusions and/or cross-listed courses.

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| **Brief Course Description:**  **Maximum 2000 characters** *(approximately 300 words including spaces and punctuation).*  The course description should be carefully written to convey what the course is about. It should be followed by a statement of prerequisites and co-requisites, if applicable. This description appears in the calendar.  For editorial consistency, and in consideration of the various uses of the Calendars, verbs should be in the present tense (i.e., "This course analyzes the nature and extent of...," rather than "This course will analyze...") |  |

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| **Generic Course**  **Description**:  This is the description of the “Parent / Generic course” for Special Topics courses under which variances of the “Generic” course can be offered in different years (Max. 40 words). Generic course descriptions are published in the calendar.  List all degree credit exclusions, prerequisites, integrated courses, and notes below the course description. |  |

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| Expanded Course Description:  Please provide a detailed course description, including topics / theories and learning objectives, as it will appear in supplemental calendars. |  |

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| Course Design:  Indicate how the course design supports students in achieving the learning objectives. For example, in the absence of scheduled contact hours what role does student-to-student and/or student-to-instructor communication play, and how is it encouraged?  Detail any aspects of the content, delivery, or learning goals that involve "face-to-face" communication, non-campus attendance or experiential education components.  Alternatively, explain how the course design encourages student engagement and supports student learning in the absence of substantial on-campus attendance. |  |

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| **Instruction:**  1. Planned frequency of offering and number of sections anticipated (every year, alternate years, etc.).  2. Number of department members currently competent to teach the course.  3. Instructor(s) likely to teach the course in the coming year.  4. An indication of the number of contact hours (defined in terms of hours, weeks, etc.) involved, in order to indicate whether an effective length of term is being maintained **OR** in the absence of scheduled contact hours a detailed breakdown of the estimated time students are likely to spend engaged in learning activities required by the course. |  |

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| **Evaluation:**  A detailed percentage breakdown of the basis of evaluation in the proposed course must be provided.  If the course is to be integrated, the additional requirements for graduate students are to be listed.  If the course is amenable to technologically mediated forms of delivery please identify how the integrity of learning evaluation will be maintained. (e.g. will "on-site" examinations be required, etc.) |  |

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| Bibliography:  **A READING LIST MUST BE INCLUDED FOR ALL NEW COURSES**  The Library has requested that the reading list contain complete bibliographical information, such as full name of author, title, year of publication, etc., and that you distinguish between required and suggested readings. A statement is required from the bibliographer responsible for the discipline to indicate whether resources are adequate to support the course.  Also please list any online resources.  If the course is to be integrated (graduate/ undergraduate), a list of the additional readings to be required of graduate students must be included. If no additional readings are to be required, a rationale should be supplied.  LIBRARY SUPPORT STATEMENT MUST BE INCLUDED. |  |

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| **Other Resources:**  A statement regarding the adequacy of physical resources (equipment, space, etc.) must be appended. If other resources will be required to mount this course, please explain  **COURSES WILL NOT BE APPROVED UNLESS IT IS CLEAR THAT ADEQUATE RESOURCES ARE AVAILABLE TO SUPPORT IT.** | |  | |
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| **Course Rationale:**  *The following points should be addressed in the rationale:*  *How the course contributes to the learning objectives of the program / degree.*  *The relationship of the proposed course to other existing offerings, particularly in terms of overlap in objectives and/or content. If inter-Faculty overlap exists, some indication of consultation with the Faculty affected should be given.*  *The expected enrolment in the course.* |  |

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| **Faculty and Department Approval for Cross-listings:**  *If the course is to be cross-listed with another department, this section needs to be signed by all parties. In some cases there may be more than two signatures required (i.e. Mathematics, Women’s Studies). In the majority of the cases either the Undergraduate Director or Chair of a unit approves the agreement to cross-list. All relevant signatures must be obtained prior to submission to the Faculty curriculum committee.* | Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Signature (Authorizing cross-listing) Department Date  Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Signature (Authorizing cross-listing) Department Date  Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Signature (Authorizing cross-listing) Department Date |
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Accessible format can be provided upon request.