

New Course Proposal

I. Course Proposed

Course # _____ Title _____ # of credits _____

II. Course Description - including statement of prerequisites and when offered

(Please provide catalog copy - approximately 50 words or less)

Prerequisites/
Corequisites

III. Syllabus (to be attached) listing the following:

- A. Course number, title, catalog description
- B. Indication delivery method (online, face-to-face) and any relevant methods of instruction; i.e. lecture, discussion, demonstration, lab, etc. (if possible)
- C. Course outcomes, applicable program outcomes, Gen Ed outcomes (if applicable).
- D. Brief listing of resource materials and required or suggested textbooks
- E. Course assignments and assessments: Include descriptions of the course assignments, how grades will be(calculated (e.g., what percentage of the final grade they represent), and how they are linked to the course outcomes.
- F. Outline of course (if possible a day-by-day, week-by-week outline indicating material to be treated).
- G. Optional information. You may wish to include with the above required information any or all of the following information typically found on Wittenberg syllabi.
 - i. Grading scale
 - ii. Statement on the expectation of attendance, participation, out-of-class work.
 - iii. Course policies
 - iv. Statement on academic integrity, the honor code
 - v. Statement on accessibility and ADA accommodation
 - vi. Information about relevant support services available to students
 - vii. Grading rubrics

IV. Rationale for the course

- A. How does the course contribute to the departmental program?
- B. For what type of student is the course intended for (major, non-major)?
- C. What relationship, if any does the course bear to offerings in other departments?
- D. Rationale for the selection of level of course number (i.e. 100-level, 200-level etc.)
- E. Has inquiry been made with the Registrar to assure availability of the proposed course number?

Yes No

V. Replacement/elimination of related course(s)

- A. Will the proposed course replace any other courses? If so, is elimination of this course from the Academic Catalog proposed?

No, the course will not replace any other courses

Yes, the course will replace existing course(s)

If yes, is elimination of this course from the Academic Catalog proposed?

Yes No

B. If eliminating a course from the Academic Catalog, please provide:

Course # _____ Title _____

Catalog description for the course to be dropped:

C. What is the rationale for dropping this course?

D. Have affected departments and programs been consulted? (*Please provide evidence of consultation.*)

VI. Feasibility

A. Does the department currently have sufficient faculty resources to staff the course?

Yes Full-time Part-time

No

B. Will this course involve an additional preparation for the faculty member assigned to it, or does it replace a course for which the faculty member is currently responsible?

C. Does the department currently have sufficient facilities, library materials, equipment, etc. available to offer the proposed course?

Yes

No

Explanation:

D. When will the course first be offered?

Fall

Spring

Summer

Year: _____

How often will the course be taught?

Yearly, fall and/or spring semester

Yearly, fall semester only

Yearly, spring semester only

Alternate years

Summer

Other? _____

E. Was consultation with the entire department conducted, and was department approval given for the proposed course?