New Permanent Graduate Course Proposal Form

(For new permanent and new permanent topics courses only.)

Deadline to submit in CAP: Please follow the Course Offerings production schedule set by the Registrar's Office.
In order to provide the Curriculum Subcommittee with a consistent set of materials to assess new course proposals, the Graduate School has developed this form for departments to complete and upload to CAP when submitting a request for a new permanent or permanent topics course. This form replaces the memo of rationale.

Term Offered: Fall 20___   Spring 20___

Department: _____   **Course Number**: _____
Including dept. prefix and cross listing, if applicable.

Course Title: _____

Course Topic Title (if Topics Course): _____

Instructor name and title (Please note that instructors for graduate level courses should be at the assistant professor level or higher.): _____

Introduction/Rationale (Why is this course needed and how does it fit into or supplement the department's curriculum? What department requirements, if any, does the course fulfill? Please provide brief but explicit answers to these questions without duplicating the syllabus.)

Course offerings description (650 characters or less)
This is the formal "description of record" for the course. *For new topics courses this should be a general description for the overall "umbrella" course, not the description of the specific topic to be offered first.* It can be relatively telegraphic. It does not have to contain complete sentences. It should use present not future tense, and active not passive voice. It should say (in brief) what the course will cover, questions or topics it will address, and should describe any special emphases, goals or materials. Define any necessary prerequisites. Do not duplicate the entire rationale of the course. Do not try to summarize the history of scholarship on the topic. Subject always to the course instructor's/department's approval, the Graduate School reserves the right to edit the Course Catalog description to assure a standard length and style.

Revised 8/2019

For a new topics course, please provide the specific topic description (650 characters or less):

Syllabus: Please upload syllabus to CAP. A draft form is acceptable. Please show week-by-week assignments. If this is not possible, please show what material is being taught in the 12-week duration of the course. Also, please include a sample reading list and grading requirements.

Grading Basis (please check one):

_	A-F, P, AUD	_	*/No Credit	_ P/D/F Only
_	na, npdf	_	*/AUD	
_	No Audit	_	No P/D/F	

How is student work evaluated? (Please indicate percentage. Must total 100%.)

_	Midterm Exam	_	Paper in lieu of Final	_	Papers
_	Final Exam		Exam	_	Term Papers
_	Take Home Midterm	_	Other Exam	_	Lab Reports
	Exam	_	Programming	_	Quizzes
_	Take Home Final Exam		Assignments	_	Problem Sets
_	Paper in lieu of midterm	_	Participation	_	Design Projects
		_	Oral Presentation	_	Other

Course Attributes: (Please check all that apply.)

_	APPL (By Application/Interview Only)	_	RCR (Responsible Conduct in Research)
_	OFFR (Term Offered: Indicates the term in which a course is offered.)	_	TRVL (Travel Required)
	__Fall __ Spring __Both		

Enrollment History: (If this course has been offered previously as one-time-only course, please describe the enrollment history.)

Is this course likely to attract students from other departments on a routine basis? ____Yes   _____No
If so, which department(s)? _____

___ This proposal has been reviewed and authorized by the department.

Signature: _____   Date: _____
                      Chair or DGS

Guidelines for a Graduate Course Syllabus

The Curriculum Subcommittee of the Faculty Committee on the Graduate School has recommended that clear guidelines be provided to departments as a reference for preparing a syllabus for a new graduate course proposal. These guidelines are meant to ensure some uniformity of materials that the subcommittee reviews and to allow the members of the Subcommittee to conduct a more efficient and informed assessment of proposals. The guidelines are also intended to ensure that students taking a proposed course have a clear understanding from the syllabus of what work is expected for the course and how assessment of the work is made.

A draft syllabus continues to be acceptable for Subcommittee review purposes, as the Subcommittee recognizes that schedules may be preliminary and will be adjusted as the course is taught. Where adjustments are possible in a course, this should be noted in the calendar or weekly schedule. Recommended elements to include in a draft syllabus that accompanies a new graduate course proposal include:

1. Course title and number

2. Meeting times

3. Prerequisites (if any)

4. Instructor name, contact info, and office hours

5. Course description – a general orientation to the course, who it is intended for, and why the course subject is important

6. Course calendar/outline that includes weekly schedule of covered topics; dates for any in-class assignments or requirements; and due dates for any exams, papers and special projects

   a. Course requirements for in-class activities (e.g., lecture, lab, discussion, studio work, etc.) and out-of-class activities (e.g., reading, problem sets, research project, papers, field trip, etc.)

   b. Preliminary or sample reading and/or activity list (books, articles, or other materials students must read, broken out by week if possible; for laboratory or other techniques-oriented courses, types of equipment or technology students must learn, broken out by week if possible)

   c. Grading and assessment requirements – a clear statement of all activities included in grade assessment, when due, and percentage toward final grade