

(Bidisciplinary Courses)

INSTRUCTIONS AND PROCEDURES FOR **BIDISCIPLINARY COURSE PROPOSALS**

Below are instructions and procedures regarding the process for getting new bidisciplinary courses approved. Please read this information thoroughly before filling out the form.

- I. The Committee on Academic Affairs will only consider proposals submitted on course proposal forms.
 - A. Complete Sections A, B, and C. Section D will be completed by the COAA after action is taken on the proposal. **BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM** before submission. All proposals must be completed electronically or typed out. Submit completed form to the Registrar.
 - B. After the Registrar has determined that all necessary information and signatures are included, he proposes the new course to COAA for review.

- II. Administrative procedures following COAA action
 - A. The COAA acts on the proposal and the Registrar records the action.
 - B. The Registrar then sends photocopies of the proposal with a report of the Committee's action to the instructor of the course, department chair, Communications Office, Provost's Office, and the chair of COAA. NOTE: Approved proposals will have the chair of COAA's signature. See Section D of course proposal form.

- III. Procedure for faculty/faculty secretary following course approval.

After the course is approved, the next required step is the submission of the course description. Please use the format illustrated and described below for submitting the course description.

After the course is approved, the next required step is the submission of the course description to the Office of Communications (Attn: Fred Schuhle) via e-mail attachment to schuhle@hws.edu. Please use the format illustrated and described below for submitting the course description:

259 Theories of Social Movement Social movements are both products and producers of social change. Understanding this dialectical relationship is the central focus of this course. Drawing upon social movements of the 1960's, '70s, and '80s, it analyzes the importance of classical and contemporary social-movement theories, such as Marxist, resource mobilization, and new social movement theories. (Desai, Winter, offered alternate years)

 1. Submit course description on via Microsoft Word e-mail attachment to Fred Schuhle, Communications, schuhle@hws.edu. (Contact Communications if unable to supply in this format)
 2. Begin with course number and title of course.
 3. Course descriptions must be fewer than 100 words.
 4. Include instructor's name and when offered.

NEW BIDISCIPLINARY COURSE PROPOSAL

Note for Off-Campus Courses: Please use the form "New Course Proposal for Off-Campus Programs"

Deadlines: Please contact the Registrar's Office for the deadline for submission.

Guidelines:

1. Faculty should consult with departmental chair or program coordinator in the preparation of this proposal. All proposals must be completed electronically or typed out.
2. Please indicate course level. In general, 100 level is appropriate for first-years and sophomores, 200 level for sophomores and juniors, 300 level for juniors and seniors, 400 level for advanced work (such as seminars).

A. Bidisciplinary course information

Course Number: _____ (indicate course level here)

Department/Program (1) _____ Name of Instructor (1) _____

Department/Program (2) _____ Name of Instructor (2) _____

New Course Title _____

Short Title (for registration booklet; 20 characters or less) _____

Status of course: _____ A new course to be entered in the catalogue, taught by an on-going faculty member.
_____ A new course description for an existing course.
_____ A new course number for an existing course (old course number is: _____)
_____ A course offered on a one-time basis by a replacement faculty member (Name of faculty member being replaced _____)

Term to be first offered: Fall Spring Year _____

Expected frequency: Annually__ Alternate Years__ One-time only __

Maximum class size: _____ Credit: 1 credit 1/2 credit (circle one)

1. Course description and catalogue copy. (Please attach a fuller description if needed)

2. Readings and other materials.

3. Prerequisites:

4. Format of class: lecture _____ lecture/discussion _____ discussion _____
 seminar _____ with lab _____

(Note: If less than 165 contact minutes per week in regular class format, please discuss.)

B. Bidisciplinary Course Learning Objectives

1. Please articulate the aims of this bidisciplinary course.

2. What key questions will you address in the course?

3. What student learning objectives do you have for the course?

4. What kind of evidence will show that you have achieved your learning objectives? Please elaborate.

