

(HWS Off-Campus Program Courses)

INSTRUCTIONS AND PROCEDURES FOR NEW COURSE PROPOSALS

Applicable For Courses in Departments, Programs, First-Year Seminars, Bidisciplinary Courses, and Off-Campus Programs

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

The Committee on Academic Affairs will only consider proposals submitted on course proposal forms.

- I. Information on initial procedures for proposing a new course in departments, programs, off-campus programs, first-year seminars, and bidisciplinary courses
 - A. Complete Sections A and B. Section C 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 Committees action to the instructor of the course, department chair, Communications, Provost's Office, and the chair of COAA. **NOTE:** Approved proposals will have the chair of COAA's signature. See Section C 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 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:

Example

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 COURSE PROPOSAL FOR OFF-CAMPUS PROGRAMS

The **recommended** submission date is at least one year prior to instruction.
The **DEADLINE** for the proposal is **SIX MONTHS** prior to instruction.

SECTION A

Instructor _____

Department _____ Course Number _____

New Course Title _____

Short Title (20 space maximum for data processing) _____

Name of Off-Campus Program _____

Indicate type of Off-Campus Program--Consortial or HWS _____

A. Please provide a complete course description. Attach any additional information if needed. (For writing catalogue copy, please refer to "Instructions And Procedures For New Course Proposals.")

1. Course summary:

2. Suggested readings:

3. Format of class meetings (lectures, labs, conferences, seminar, etc.):

4. Term/s offered: _____

5. Frequency. annually__ alternate years__ one time only__

6. Prerequisites: _____

*Normally, all courses above the 100-level will require prerequisites. If there is a departmental policy to the contrary, it should be stated in the catalogue.

- B. Indicate methods for evaluating student learning (numbers of papers; examinations, projects, etc.)
- C. Indicate if this course **fulfills a major or minor requirement** in your department or in an interdisciplinary program. Indicate also if this course is **a new requirement**.
- D. Describe which curricular goals this course addresses, and how it addresses them (see description of the 8 goals in catalog).
- E. Does your course have a service-learning civic engagement component? Please describe what evidence will demonstrate that this service is a learning experience for the students.
- F. Identify departments or programs which wish to cross-list this course. (Please ask the Department Chair or Program Director to sign this proposal. See signature block at end of Section B.)

G. Support required for course:

1. Please assess the off-campus library resources required for this course.

2. Indicate other special support required for this course, such as films or video, field trips, etc. (This question is informational; approval of this course does not imply that extra budgetary resources will be available.)

H. 1. How will the offering of this new course affect the department's curriculum? Which existing course(s) will be offered less frequently or discontinued?

2. How will the offering of this new course as part of an approved off-campus program affect the staffing of courses within the department?

3. Will this course reduce your department's ability to contribute to the general curriculum and/or interdisciplinary programs? Explain.

SECTION C

ACTION OF THE COMMITTEE ON ACADEMIC AFFAIRS

New Course (Off-Campus Program) _____, is

Check One:

APPROVED _____ NOT APPROVED _____

REVISE AND RESUBMIT _____

(Signature). Chair. Committee on Academic Affairs

Date

Additional Remarks: