New Course Proposal for Off-Campus Programs

Instructions and Procedures

Please thoroughly read these instructions regarding the process for course approval before filling out the form. You must submit this course proposal to the Center for Global Education at the same time you submit the Proposal to Direct an Off-Campus Program. Please contact the Center for Global Education and the Registrar's Office for submission deadlines.

Guidelines

- Faculty should consult with departmental or program chairs in the preparation of this proposal. The signature of the chair or program coordinator is required.

- All proposals must be submitted electronically (welsh@hws.edu) and must be reviewed by the Committee on Global Education. If CoGE recommends approval, both the program proposal and the course proposal will be forwarded to the Registrar by the Dean of Global Education for review by CoAA and potential approval by the Provost and Dean of Faculty.

- Proposers should contact the Registrar's Office for guidance regarding a specific course number. In general, courses taught by HWS faculty on programs abroad are offered at the 200-level. If faculty believe that successful recruitment will require drawing students from a particular major as well as those who have limited or no background in the field, they should contact the Dean of Global Education to discuss how the course might be configured.

- Course proposals must be submitted using this form and all sections of this form must be complete.

- Be sure all appropriate signatures appear on the form before submission (emailed approvals are acceptable, if sent to registrar@hws.edu and copied to the Dean of Global Education at the time of submission).

The Process

- Upon a positive recommendation from the Committee on Global Education (CoGE), the Dean of Global Education will forward the course proposal and program proposal to the Registrar.

- After the Registrar has determined that all necessary information and signatures are included and the form is complete, the proposal is presented to CoAA for review.

- CoAA reviews the proposal and approves or rejects the proposal. Rejected proposals will be returned to faculty to address questions and resubmit.

- After the course is approved, CoAA will notify the proposing faculty member and the Dean of Global Education. The proposal will undergo final review by the Provost and Dean of Faculty. If the Provost and Dean of Faculty approve the program and course proposals, the Registrar's Office will enter the course into the PeopleSoft Student Information System.

A. Course Information

Instructor: _____   Department/Program: _____

Suggested Prefix and Course Number (*please consult the Registrar)*: _____

New Course Title: _____

Short Title (30 characters or less): _____

Name of off-campus program: _____

Type of off-campus program:

☐   HWS   ☐   Consortial (e.g., HWS/Union)

Term to be offered: Year. _____   Fall   Spring   J-Term   Summer

☐   ☐   ☐   ☐

Note: If less than 165 contact minutes per week in regular class format, please justify:

_____

Maximum class size: _____

B. Course Design

Course Description: Please create a one-paragraph course description for the course catalog and PeopleSoft. Your answers to the course design questions in Section A above can help with this. At the end of this course description, please indicate that the course is part of your proposed program abroad; when the course will be offered (e.g., "spring semester 2030," "J-Term 2028-29") and your name as instructor. (150-word limit)

_____

Prerequisites: Does this course have any prerequisites or corequisites? If so, please list. Keep in mind that pre-/co-requisites for your director's course can inhibit recruitment.

Connection to site: Please discuss how you will connect your course to the site where it will be taught. How will you engage students with the location, people, history, culture, etc., of your location? What kinds of learning will be possible on-site that you cannot duplicate in an on-campus HWS classroom?

Learning Objectives: What are the student learning objectives for the course? (Revised as needed, these learning objectives also should appear in the course syllabus and can be used as the basis for the end of term student learning feedback form.)
- Please include both skills/abilities objectives and content objectives.
- Please ensure that objectives are specific, precise, and able to be evaluated.

Instructional Methods: What instructional methods will assist students in addressing these objectives?

Assessment: What assessment and evaluation methods will demonstrate that students have addressed the learning objectives/goals for the course?

Course Materials: Please list potential readings, videos, and other course materials.

Credit Hour Policy: All HWS course syllabi will state how the course meets the total instructional hours specified in the Credit-Hour Policy. When the requirement is not met through the normal Faculty Facilitated Instructional Time required for this class, please provide a statement about the ways in which you might meet the remaining time requirement using Equivalent Academic Activities. Please see the HWS Credit Hour Policy for more details and specific examples: https://www.hws.edu/offices/registrar/credithour.aspx

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C. Curriculum Information

Departmental/Program Offerings: Describe how this course fits in with the existing departmental or program offerings. Why is this particular course a valuable addition to the existing curriculum? What specific requirements in your major or minor does this course address? For example, could this course be applied toward a specific core requirement or toward a specific concentration? This should be answered in consultation with the Department or Program Chair.

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Departmental/Program Impact: Please explain how offering this course may impact both your departmental/program curriculum as well as the general curriculum. If this course is offered, what will not be offered, or offered less frequently? How is this reduction justified?

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Budget Implications: If needed support, materials, or technology resources (people support, hardware, software) for this course cannot be funded out of the budget for the proposed program abroad, how will they be funded? Please provide documentation that funding has been secured.

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D. Educational Goals (relevant to the curriculum for students beginning before fall 2026)

Goals: Which aspirational goal(s), if any, does this course address, either partially (P) or substantially (S)? CoAA recommends that:
- No course be listed as substantially addressing more than two goals; courses that substantially address one goal may substantially address one more goal or partially address one or two more goals.
- No course be listed as partially addressing more than three goals; courses that partially address multiple goals would not likely address more than three goals.

- In general, at least 2/3 of a course's content should relate to a goal for substantial satisfaction, and about 1/3-1/2 of content should relate to the goal for partial satisfaction.
- If you believe this course is an exception to these general guidelines, please provide a justification for CoAA to consider. However, exceptions will be rare.

To review the aspirational goals, see: https://www.hws.edu/offices/oafa/curriculum/goals.aspx

	P		S	
____	P	____	S	The ability to reason quantitatively
____	P	____	S	An experiential understanding of scientific inquiry
____	P	____	S	A critical and experiential understanding of artistic process
____	P	____	S	A critical understanding of social inequalities
____	P	____	S	A critical understanding of cultural difference
____	P	____	S	An intellectual foundation for ethical judgment as a basis for socially responsible action

Justification: Please provide a short justification for each of these goal designations.

[ ]

Assessment: How will these goals be assessed in the course? Please note that the course syllabus should reflect both content of the goals covered in the course and any assessment of those goals.

[ ]

E. Perspectives (relevant to students beginning in the fall of 2026 or after)

Perspectives: *The four perspectives provide students a broad foundation of knowledge, foster intellectual curiosity and analytical reasoning, and encourage the exploration of multiple academic disciplines and approaches. These perspectives underscore the imperatives of a liberal arts education to provide a breadth of knowledge and the means to engage that knowledge effectively.*

Which perspective(s), if any, does this course address?
(Courses may address more than a single perspective. Students, however, must take four unique courses to address all four goals. A description of the Perspectives can be found here.)

____   Scientific and Quantitative Reasoning

____   Artistic and Creative Expression

____   Global and Cultural Connections

_____ Ethical and Social Responsibility
_____
_____

Justification: Please provide a short justification for how the course substantively meets each of these perspective designations.

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Assessment: How will these perspectives be assessed in the course? Please note that the course syllabus should reflect both content of the perspectives covered in the course and any assessment of those perspectives.

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F. Additional Course Information

Please respond with N/A as an answer for any questions which do not apply to this course.

Library Support: Please describe the off-campus library resources required for this course. Note that approval of a course by COAA and COGE does not guarantee the resources any faculty member may need, desire, or request for that course.

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Technology Support: Please describe the off-campus technology resources required for this course. Do not assume that all sites abroad have the capacity to support regular use of technology. Note that approval of a course by COAA and COGE does not guarantee the resources any faculty member may need, desire, or request for that course.

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Outside of Class Activities: What additional activities will students be required to attend outside of regular class time? Note that this question relates to your director's course only, *not* to the entire curriculum to be offered on your program abroad. Explain the nature and frequency of these requirements, and what alternatives will be provided to students who cannot attend.

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Extra Credit Activities: Are there any recommended or extra-credit activities anticipated for this course? Would such activities cost students (or the program) extra and how can we ensure that students with limited funds have the same opportunities as the rest? If yes, explain the frequency and whether or not students will be penalized for not participating.

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Service Learning: If this course has a service-learning or civic engagement component, please describe what evidence will demonstrate that this service is a learning experience for the students.

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G. Required Signatures

Signatures should be received electronically. Signed documents can be scanned and emailed, or separate email with explicit approval is acceptable.

If the Chair/Coordinator is the instructor, a signature from another senior departmental/program member is required in lieu of the Chair/Coordinator's signature.

Course Instructor Signature	Date

Department Chair/Program Coordinator Signature*	Date

Print Name of Department Chair/Program Coordinator	Name of Department/Program

* The Dept. Chair's or Program Coordinator's signature indicates that the proposing faculty and chair/ coordinator have discussed the resources necessary to teach the course, and the chair/coordinator is affirming that any required resources for the course will be covered by departmental/program budgets. If further resources are needed, see Part D.6 above.

Cross-listed Courses

If other departments or programs will be cross-listing the course, written approval is required by the Chair/Coordinator of that Department/Program. Please be sure to include all appropriate signatures.

1. Name of cross-listed Department/Program: _____

1. Signature of Chair/Coordinator: _____

1. Indicate which requirements in the major or minor would be addressed by this course:

_____

2. Name of cross-listed Department/Program: _____

2. Signature of Chair/Coordinator: _____

2. Indicate which requirements in the major or minor would be addressed by this course:

_____

3. Name of cross-listed Department/Program: _____

3. Signature of Chair/Coordinator: _____

3. Indicate which requirements in the major or minor would be addressed by this course:

_____

4. Name of cross-listed Department/Program: _____

4. Signature of Chair/Coordinator: _____

4. Indicate which requirements in the major or minor would be addressed by this course:

_____

H. Action of the Committee on Academic Affairs

Approved: _____

Did Not Approve: _____

Revise and Resubmit: _____

_____   _____
Signature of Chair, CoAA   Date