

Main Information

Arts & Sciences New Course Proposal Form

Use this form only to propose a new course. A new course is one that has never been taught before under its own, permanent number in your department or program. Courses that have been previously taught under a “special topics” number should also be submitted with this new course proposal form.

If your department has not reviewed this proposal, please submit the form as such. You will receive an email with a downloadable pdf that can be taken to your department and a re-submission link for when it has been approved. The Curriculum Committee will not receive the new course proposal until it has been resubmitted.

Proposed Course Title

Proposed Course Department

Proposed Course Number

How many credit hours is the course? If the course is not the standard three credit hours, explain why.

Contact person or instructor(s) for this course

Email Address of contact person

Department submitting proposal

Has this course been approved by the department?

If your department has not reviewed this proposal, you can get a downloadable pdf at the end of the survey that can be taken to your department, and you can re-submit the same form to the Assistant to the Dean when it has been approved. The Curriculum Committee will not receive the new course proposal until it has been resubmitted.

Yes

No

In what semester and year will this new course be taught for the first time?

With what frequency will this course be taught?

Who else in the department is qualified to teach this course?

If this course was taught as a special topics course in the past, please provide that course number and title.

Course Details

Course Details

Schedule Type

- Lecture
- Lab
- Lecture + Lab
- Discussion-(Intended for Linked Courses)
- Independent Study
- Web

Offer to what levels of students

- Undergraduate
- Graduate
- Pharmacy
- Law
- Non-Degree

Grading Categories

- Standard ABC
- Audit

Credit/no credit

Maximum number of students to be enrolled in proposed course

Proposed course description (as it will appear in the catalog)

Additional Course Details for A&S Council's Information

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The advantages offered by the proposal and/or the needs met by the course (i.e., student, departmental, community, job market needs)

The way in which the proposed course relates to other courses within the department

The way in which the course relates to courses in other departments, divisional or interdisciplinary programs

Justification for any substantial overlap with other courses in the college curriculum, indicating the unique/specific focus of the course proposed

What is the expected enrollment for the course?

If the course has been taught as an Special Topics course before, what was the enrollment?

How will this course affect the instructor's teaching responsibilities and impact the program?

Registration Specifics

Registration Specifics

List any required prerequisites.

List any required corequisites

Indicate with which course this would be cross listed, if applicable.

Are there service-learning components of the proposed course?

Yes

No

Which AOI requirement will this course fulfill?

- None
- Artistic Experience
- Critical Thinking
- Engaged Citizen
- Global and Cultural
- Historical Foundations
- Information Literacy
- Quantitative Literacy
- Scientific Literacy
- Values and Ethics
- Written Communication

Please note that indicating which AOI this course will fulfill does not trigger review of the course for that AOI. Please fill out the additional AOI submission forms located here:

<https://www.drake.edu/dc/facultystaffresources/aoiuccresources/>.

Restrictions

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Include only students from these colleges

- AS
- JO
- BN
- PH
- ED
- LW
- No restrictions

Exclude students from these colleges

- AS
- JO
- BN
- PH
- ED
- LW
- No restrictions

Are there major exclusions for this course?

- Yes
- No

If yes, please list majors and whether they are included or excluded.

Include only students in this class

- FR
- SO
- JR
- SR
- No class restrictions

Exclude only students in this class

- FR
- SO
- JR
- SR

No class restrictions

The Arts & Sciences Curriculum Committee evaluates new course proposals in keeping with the educational goals articulated in the college's mission statement. The course proposal form is not complete until you upload a sample syllabus to this form. The syllabus must include the following:

- a. A detailed overview of course content
- b. Specific learning outcomes of the course
- c. Proposed projects / assignments / etc.
- d. Examples of course texts and readings
- e. Outline of assessment methods

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