LINFIELD UNIVERSITY

**NEW JANUARY TERM FINAL PROPOSAL FORM**

*(please click in shaded boxes and begin typing)*

The Curriculum Committee follows the criteria and guidelines established in the college catalog and the Faculty Handbook when it reviews course proposals. The Faculty Handbook contains "Guidelines for Syllabus Preparation" and "Information for Professors Teaching Courses in the Linfield Curriculum."

Please use the following to submit a course proposal.

Check all that apply:  Is this a cross-listed course?

Has this course been offered in this format within the last three years?

Is this course new to the January term?

If not new, is this course significantly different from your past January term offerings?

Is this course being taught in a new location?

Chair:

Chair’s email:

**If cross-listed course:**

Second Chair:

Second Chair’s email:

Proposed Course Title:

\*Proposed location(s):

Country(ies):

City(ies):

I. Course Description

A. Please attach a syllabus that creates a picture of this course for members of the Curriculum Committee and prospective students. It should contain

* educational goals that reflect departmental goals
* a topical outline (integrate with timeline?)
* a timeline
* a list of relevant texts
* pedagogical approach
* resource bibliography if relevant
* criteria used for assigning grades
* disability statement
* academic honesty statement
* any other information you deem important

*If any Linfield Curriculum designations are requested, both the syllabus and this form should explicitly state how the course meets the relevant Linfield Curriculum objectives for each designation. These objectives can be found in Appendix K of the Faculty Handbook.*

\*I confirm that the attached syllabus meets the syllabus preparation and disability requirements of the university.

B. Grading system to be used  A-F or  S/U

C. In the space below, propose catalog copy to describe this course. Consult the current catalog for style, noting particularly that complete sentences are not used. Include information about pre- or co-requisites, whether recommended for another course or crosslisted in another department, and the frequency of offering if not offered every semester (*e.g*., Offered fall of even-numbered years). The following is an example:

**AAVC 243 Digital Color Photography**

Standard photographic techniques for color photography with both analogue and digital technology.

Camera operations, digital image editing, video editing, and critical evaluation of photographic medium.

May be repeated once for credit. $50 lab fee.

*Prerequisites: 100 or 101 or consent of instructor. Offered spring. 4 credits. (CS)*

Department:

Course Number (298, 398, or 498):

\*Cross-listed Department:

Course Description:

Prerequisites:

D. Do you wish this course to contribute to the Linfield Curriculum? Please click the check boxes for all desired Linfield Curriculum designations in the Table below.

**Modes of Inquiry:**

Creative Studies Individuals, Systems & Societies Natural World

(CS)  (IS)  (NW)

Quantitative Reasoning Ultimate Questions Vital Past

(QR) (UQ) (VP)

**Writing Intensive:** MWI

**Diversity Studies:** US Pluralisms (US) Global Pluralisms (GP)

Please explain how the course meets relevant Linfield Curriculum objectives for ***each*** designation chosen. If you wish, you may paste the pertinent text from your syllabus as your explanation.

*Mode of Inquiry explanations:*

*Writing Intensive explanation:*

*Diversity Studies explanation:*

Travel Itinerary

Please attach a travel itinerary that addresses the following requirements.

Itinerary Requirements

* Sites you plan to visit
* Academic and co-curricular activities planned for each site
* Objectives to be achieved at each site
* Schedule of class meetings and associated field trips
* Pedagogical connection between the sites visited and the course topic(s) at hand
* To the extent possible, pleas also indicate the type of lodging and the mode of transportation to be used.

A delineation of each faculty member’s prior experience at the site(s) of study.

Documentation on safety considerations at your site(s).

Please check what departments should be notified:

|  |  |
| --- | --- |
| ARTS  BCMB  BIOL  BNSS  BNAC  BNFN  BNMG  BNMK  CHEM  COMP  OCE  ECON  EDUC  EART  ELCP  ENGL  ENVS  GENS  HHPA | HSCI  HIST  IDST  INQS  JAMS  LEAD  MATH  GLCS  MUSC  NURS  PHIL  PHYS  POLS  PSYC  RELS  SOAN  TACA  WINE |

I confirm that I have discussed this proposal with my department chair or department chairs in the case of a cross-listed course.

Submitted by: Date: