LINFIELD UNIVERSITY

**NEW COURSE REQUEST 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.

Date Submitted:

Chair:

Chair’s email:

Proposed Course Title:

Proposed Date of First Offering:

Proposed Credits:*College norms for assigning course credit:*

*Lecture, discussion, and seminar courses presented over a 14-week semester: One credit = about 50 minutes of class contact plus 100 minutes of outside work per week.*

*Summer or January Term: One credit = total of about 12 hours of class contact plus 24 hours of outside work per week.*

*Special rules for workshops and “short courses” are described in the Faculty Handbook.*

Frequency of Offering:

Where will this course be offered? (click all that apply) Portland [ ]  McMinnville [ ]  OCE [ ]

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.*

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)*

*[Please contact the Registrar for available numbers. Note that Special Topics courses are numbered 199, 299, 399, or 499, depending on level of academic preparation desired, and must be approved as if they were new courses each time they are offered.]*

Department:

Course Number:

**\*Will this course’s credits be counted as EL (Experiential Learning) credits?** [ ]  Yes. [ ]  No

 *For example, most peer instruction and internships, and most paracurricular courses*

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:*

II. The Course In Its Departmental Context

A. For which students is the course designed, and how will it meet their needs?

B. Explain the importance of this course in the departmental curriculum.

C. Will offering this course require additional staff? If yes, please explain how your department and/or college resources will fund the additional cost. If no, explain exactly how the new course will be worked into the load of the current department staff and the consequences of doing so.

Who is the likely instructor, and what are his/her qualifications to offer such a course?

D. Are appropriate non-staff resources available? Comment on availability of equipment, library resources, and film-rental funds. If appropriate resources are not now in hand, how will they be obtained?

III. The Course In Its University-wide Context

Does this course assume pre- or co-requisite coursework in another department? If so, indicate briefly how that additional teaching load will be handled (*e.g.*, "The \_\_\_\_\_ department gave assurance that anticipated additional students could be accommodated within existing sections of the prerequisite course \_\_\_\_\_\_\_.")

Is this course intended to serve other departments, majors, or the OCE program? If so, please estimate the number of such "outside" students to be served and describe the curricular significance of this course to the other program(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 |

Submitted by: Date:

 (Signature of Chair of originating department)