# New Course Proposal Worksheet

This document serves as a worksheet for you and your colleagues to collaborate on a new course proposal. All fields in this document will be required to submit an official course proposal. This document should not be submitted as an official course proposal.

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| Basic Course Details |
| Full course title: |  |
| Short course title: |  |
| Subject code: |  |
| Course number: |  |
| Department: |  |
| School: |  |
| Mode of delivery: |  |
| Campus: |  |
| Academic level: |  |
| Levels: | Paracurricular[ ]  100’s (lower division)[ ]  200’s (lower division)[ ] 300’s (upper division)[x]  400’s (upper division)[ ]  graduate[ ]  |
| Cross-listed courses (if any): |  |
| Will this be a stacked course? | Yes[ ]  no[ ]  |
| Effective term: |  |
| Minimum credits: |  |
| Maximum credits (if variable): |  |
| Session cycle: |  |
| Yearly cycle: |  |

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| Course Description |
| Syllabus completed? | Yes[ ]  no[ ]  |
| Grading system: |  |
| Instructional method: | Activity[ ]  clinical[ ]  community service[ ]  discussion[ ] faculty consultation[ ]  field work[ ]  hybrid[ ]  individual music instruction[ ]  individual study[ ]  internship[ ]  laboratory[ ]  seminar[ ] student teaching[ ]  video conference[ ]  web(blackboard)[ ]  other: |
| Repeatable for credit? | Yes[ ]  no[ ]  |
| Course description: |  |
| Requisites: |  |
| Restrictions: |  |
| Experiental learning course? | Yes[ ]  no[ ]  |

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| Linfield Curriculum Designations |
| Designation | Creative studies[ ]  individuals, systems, and societies[ ]  natural world[ ]  quantitative reasoning[ ]  ultimate questions[ ]  vital past[ ] global pluralisms[ ]  U.S. pluralisms[ ]  experiential learning[ ]  major writing intensive[ ]  |
| Mode of inquiry explanation: |  |

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| Departmental Context |
| Which students is it intended for, and how will it meet their needs? |  |
| Explain the importance of this course in the departmental curriculum. |  |
| Will offering this course require additional staff? | Yes[ ]  no[ ]  |
| If yes, how will this be funded? If no, how will the new course be worked in, and what will be the consequences of this? |  |
| Who is the likely instructor, and what are his/her qualifications to offer this course? |  |
| Comment on the availability and acquisition of non-staff resources. |  |

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| University Context |
| Does this course assume pre- or co-requisite coursework in another department? | Yes[ ]  no[ ]  |
| Is this course intended to serve other departments, major, Linfield Curriculum, or OCE? | Yes[ ]  no[ ]  |
| Other departments to be notified: |  |