**St. Olaf College New Course Proposal Form**

*Faculty members proposing a new course: complete this proposal form electronically and save an electronic copy for your records; email this file as a* ***Word Document*** *instead of a pdf.* ***Please be mindful of deadlines; late proposals will not be considered.***

*See* [*http://wp.stolaf.edu/registrar/files/2013/09/new-course-proposal-submission.pdf*](http://wp.stolaf.edu/registrar/files/2013/09/new-course-proposal-submission.pdf) *for directions on the New Course Proposal submission process.*

*Please insert your responses in the right column of each table.*

***Information About the Course***

|  |  |
| --- | --- |
| **Proposer name and email** |  |
| **Department and course number** |  |
| **Course will count toward this/these major(s)** |  |
| **Course will count toward this/these concentration(s)** |  |
| **Department Chair/Program Director for EACH major/concentration** *(the registrar* ***must receive*** *approval via email from each Department Chair/Program Director by the listed deadlines)* |  |
| **Associate Dean of EACH department/ program** *(the registrar* ***must receive*** *approval via email from each Associate Dean by the listed deadlines)* |  |
| **Is this an off-campus course?** *If so,* ***consult with IOS PRIOR*** *to submitting this proposal to the registrar.* |  |
| [**General Education requirement(s)**](http://wp.stolaf.edu/curriculum-committee/ge/)*(list and attach the appropriate* [*GE Rationale form*](http://wp.stolaf.edu/registrar/indgerationaleforms/) *for each GE)* |  |

***Information for the Catalog and Class and Lab***

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| --- | --- |
| **Academic Catalog Course Title** |  |
| **Class and Lab Course Title** *(limit 25 characters)* |  |
| **Academic Catalog Course Description** *(limit 75 words)*  *Provide a* ***summary*** *that gives a clear idea of course content and approach/ methodology but is not constrictive. Avoid specifics unless a course always covers certain topics or texts. Use full sentences written in* ***third-person plural*** *(use “students” and “their” instead of “we” and “our”),* ***present tense****,* ***active voice****, and avoid jargon and excessive informality. (For more information and examples, see Registrar’s* [*course description guidelines*.](http://wp.stolaf.edu/registrar/codescguidecepcapp/)) |  |
| **Prerequisite(s)** *(if applicable; list as they would appear in the Academic Catalog).* |  |

***Information for Course Approval: New Course Rationale.*** *Please consider your* ***audience to be the faculty,*** *as they refer to this description when considering approval for the course.*

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| **New Course Rationale** *(limit 2-3 paragraphs). Drawing from the catalog course description, address* ***each*** *of the following:*   1. *the* ***unique contribution*** *of the course to the* ***department/program*** 2. *the* ***unique contribution*** *of the course to the* ***overall college curriculum*** 3. *In cases where there are existing courses on related topics, clarify how the proposed course* ***complements or is distinct from*** *current offerings.* |  |

**Attach as a word document an extended course description that outlines:**

1. **the intended learning outcomes for the course**
2. **a list of course topics**
3. **the use of class time (e.g., lectures, discussion, performance)**
4. **a preliminary list of readings**
5. **the assignments and forms of evaluation used to assess the course ILOs as well as a break-down of the weight assigned to each assessment.**

**Alternatively, you may upload a course syllabus that contains this information. In planning your course, please note that for a 1.00 credit course a minimum of 3 hours of out-of-class student work is required per hour of in-class time.**

***Additional Course Information***

|  |  |
| --- | --- |
| **Course credit value** (e.g., 1.00, .50, .25). If you are not requesting credit, write “N/A”. |  |
| **Anticipated enrollment** |  |
| **First year and term course will be offered** |  |
| **Anticipated frequency** of course (e.g., annually, fall semester, interim only, in alternate years) |  |
| **Grading** (P/N or graded) |  |
| **Is this a:**   * ***Topics Course***: A course in which the topics may change depending on instructor (e.g., ENG 220: Topics in Literary History, BIO 391: Selected Topics) * ***Seminar Course***: A small group of advanced students engaged in intensive study) ***and/or*** * ***Lab Course***: A course in which students experience inquiry-based science laboratory investigations |  |
| Is this course accompanied by either a **lab section or a discussion section with separate registration**? |  |
| Are there **course fees**? If so, indicate the amount and purpose. |  |