



New Course Submission Template

Instructions: This is a template intended to assist departments in the online submission of new course proposals. You will need the following information to submit the proposal online. If any fields are not applicable to your proposal, you will be able to leave them blank on the online submission.

Preliminary Information

Date

Department

Submitter's Name

Emory Email Address

Best Phone Number

Additional Contact Information

If there is any individual apart from the submitter or DUS whom we should contact for additional questions about this proposal, please list the name and e-mail address.

Are you the chair or DUS? Yes No *(If yes, please skip to Course Details)*

DUS Name

DUS Email Address

DUS Phone Number

Has the chair or DUS approved this proposal? Yes No

If you select no, the proposal will not be considered by the committee. A letter of support from the Chair or DUS is required at the end of this form. This letter is required even when the DUS is submitting this form.

Course Details

Effective Date

Subject Code

Proposed Course Number

Proposed Course Title *(30 character limit)*

Course Description *(300 character limit, including spaces and punctuation)*

Learning Objectives

Please list the learning objectives for this course. The learning objectives may be particular to the course or tied to the departmental learning objectives.

Course Details, continued

Proposed Cross Listings

Please remember that you will need to include a letter of support from each department/program with a proposed cross-listing.

Proposed Pre-Requisites

Pre-requisites must be taken prior to enrolling in the course. Please remember to explain if these pre-requisites are AND/OR if you are specifying more than one pre-requisite course.

Proposed Co-Requisites

Co-requisites are usually taken during the same semester as the proposed course, but they may also be taken prior to the course. If you need to give any special instructions regarding co-requisites, please make a note in the additional set-up information box below.

Is this a topics course? **Yes** **No**

Students may repeat topics courses for credit when the topic of the course changes.

Is this course repeatable? **Yes** **No**

If this is a topics course, then you should only select yes if students can repeat the same topic. Common examples of repeatable courses include directed readings, research, performance, and technique courses.

If repeatable, what is the maximum number of hours?

For example, if you like students to enroll in a 2-credit course up to three times total, 6 credits would be the maximum number of hours.

Is this a sequences course? **Yes** **No**

A sequence course is one in which credit is only awarded when the sequence is completed, e.g. A & B Honors Course

Has this course been offered as a special topics course in the past? **Yes** **No**

Briefly describe the reason for this new course. (300 character limit)

Will the addition of this course affect major or minor requirements and/or the degree tracker for your program OR another program?

Yes **No**

If yes, please explain below:

Course Credit Information

Please list the proposed credit hours below. For variable credit courses, list the minimum and maximum hours. For fixed credit courses, the minimum and maximum should be the same. For administrative reasons, all Continuing Writing courses are established in OPUS with a non-writing version (e.g. ENG 201 and ENG 201W). All Continuing Writing courses carry an additional credit hour beyond the base course. For example, a 3-hour course with Continuing Writing credit should be listed below as a minimum of 3 credit hours and a maximum of 4 credit hours. A 3-4 variable credit hour course with Continuing Writing credit should be listed as a minimum of 3 and a maximum of 5.

Minimum Number of Credit Hours

Maximum Number of Credit Hours

There are various options for the type of courses that are offered through Emory College---courses with scheduled time and courses with unscheduled time. Proposals for courses taught only as study abroad will be sent to the Education Abroad Committee for approval. Please choose one of the following options:

Primary Course Type

Scheduled

Lecture
Lecture & Related Component
Lab Only (*separate class, not a related component*)
Performance
Honors Seminar
Speaker Series

Unscheduled

Experiential (*Research, Internship, etc.*)
Directed Study
Undergraduate Research
Study Abroad Course
Independent Honors Research

Approximate number of contact hours per week in core class meetings (*exclude all related components*)

For how many weeks will core class meetings be offered? (*Study Abroad Only*)

Related Component (*if applicable*)

Scheduled – Labs (*which are not stand-alone courses*)
Scheduled – Recitation/Discussion Section
Scheduled – Community Engaged Learning
Scheduled – Supplemental Instruction or Problem Sets
Scheduled – Film Screening with Discussion
Scheduled – Live Performance Piece
Unscheduled – Computer Conference with Required Regular Participation
Unscheduled – Other Online Component
Unscheduled – Group Meetings
Unscheduled – Periodic Speaker Series
Unscheduled – Periodic Field Trip
Unscheduled – Periodic Field Research
Unscheduled – Directed Study Component for Each Student

Approximate number of hours for related component

Is there any additional information you think we may need for course set-up?

General Education Requirements

Select the General Education area this course is proposed to fulfill (if applicable)

FWRT	FSEM	MQR	SNT	SNTL	HSC
HAL	HAP	HTH	PED	PPF	

If the course is being proposed with a variable GER tag, please select the second GER it will carry.

MQR	SNT	SNTL	HSC	HAL	HAP
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Please include any relevant information for the committee to consider in relation to the proposed GER tag. (300 word maximum)

Continuing Writing Requirement

Are you submitting this course to satisfy the Continuing Writing Requirement? Yes No

Explain how student writing and the instructor's assessment of that writing are integral to the course.

Continuing Writing Requirement, continued

A minimum of 40% of the course grade is based on writing assignments and a minimum of 20 pages of graded writing is assigned. For this writing, students should be held to the highest standards of correctness in grammar, spelling, punctuation, and usage. Indicate how the graded writing assignments add up to at least 40% of the grade and at least 20 pages. Briefly explain how you will encourage students to conform to the highest standards of correctness (e.g. commenting on drafts, recommending a specific writing guide, etc.).

The course is designed to allow, through an interactive process, improvement of student writing. Indicate how your course meets at least ONE of the following:

- a) Revision of one or more pieces of writing based on the instructor's guidance
- b) Staged writing assignments (e.g., outline, abstract, full paper, etc.) with instructor's feedback used by the students to improve their writing at subsequent stages
- c) Frequent graded assignments for which the instructor's editorial responses contribute toward improvement on subsequent writing assignments
- d) Other (please explain)

Required Supporting Documentation

1. A course syllabus
2. A departmental letter of support from the Chair or DUS, including a discussion of the staffing commitment
3. Additional letters of support, including letters from departments where a permanent cross-listing has been requested. Also include letters of support from any department where the subject content overlaps with the purview of another department.
4. Any additional supporting materials you wish to submit