

COURSE PROPOSAL FORM
Use for New Permanent and Temporary Courses

I. Instructor information

Name _____ Department _____

Title _____ Phone _____ e-mail _____

II. Catalog information

Course code _____ Course number* _____

*If 400-level, do you want graduate credit? Yes _____ No _____

Cross-listing** Yes _____ No _____

If yes, list department(s) _____

** For cross-listing, **please attach letter of agreement from other department(s).**

Course title (50 character maximum, including spaces)

Abbreviated course title (29 character maximum, including spaces)

Credits _____ 8.31.10 *The basis of a credit shall normally be three hours work; for example, one credit for each lecture or recitation and two hours of preparation, or one credit for each two-hour laboratory and one hour of preparation, or one credit for each three-hour laboratory with no outside preparation. The student workload for an online class shall be equivalent to the in-class and out-of-class work in its face-to-face equivalent.*

Catalog description (30 word maximum)

<u>Method of instruction</u> (check all that apply)	# Credits/Hours	# Contact Hours (for scheduling)
Lecture		
Laboratory		
Recitation		
Studio		
Seminar		
Practicum		
Independent Study		
Workshop		
Portfolio		
Online		

If the course is exclusively online (web-based), **please attach the [Online Course Proposal Form](#).**

Are separate sections required for laboratory or recitation?

Yes _____ No _____ NA _____ If yes, please explain.

Prerequisite(s) (if none, please explain)

Concurrent enrollment is required in another course(s) Yes _____ No _____

If yes, please explain.

III. Scheduling information

Semesters Offered (check all that apply):

Fall _____ Spring _____ Summer _____ Other _____ Alternate Years _____

Grading Method:

Letter grades _____ S/U _____ Letter grades & S/U _____

Maximum class size _____

Type of Course:

Regular _____ Open-ended* _____ Temporary** _____

*Subtitle and description for each topic must be submitted to Enrollment Services by the college dean. Topics may be offered a maximum of 3 times.

Please attach APPROVAL FOR OPEN-ENDED COURSE TOPIC form.

<http://www.uri.edu/es/forms/pdf/enrollServ/approvalforopen.pdf>

**Temporary courses may be offered a maximum 2 times.

IV. Course Information

Rationale

Explain the purpose and objectives of the course. Often this can be done in one sentence, but if it is a complicated story, please tell that story. Keep in mind that most people reviewing this proposal will not know your curriculum. If more space is needed, **please attach a separate document titled "Rationale"**.

Impact on other requirements

Does this course have an impact on the academic requirements for your college, department, program, majors, minors, general education?

Yes _____ No _____

If yes, please explain. If more space is needed, **please attach a separate document titled "Impact on other requirements"**.

Consultation

Is this course similar to or does its content overlap with any course offered by your own or any other department/college?

Yes _____ No _____

Note: Consultation with appropriate faculty members, college deans, and/or department chairs is required. **Please attach written documentation of their response(s).**

Library Resources

A [Library Impact Statement](#) from the appropriate subject librarian is required. **Please attach as a separate document.**

Staffing

Briefly explain the staffing plans for this course. Which course(s) will be eliminated as a consequence of adding this course? If it is a net addition, how is it to be managed? If more space is needed, **please attach a separate document titled "Staffing"**.

Anticipated term and year of first offering

Please check term and indicate the year of anticipated first offering. Allow at least one full semester for processing. If proposal is approved after May 31, course will **NOT** appear in the upcoming catalog.

Spring _____ Summer _____ Fall _____
(year) (year) (year)

Syllabus and Bibliography

Attach a detailed syllabus of course content, including required reading, supplemental texts, and a course calendar. If this is a 500-level course that it to be paired with an existing 400-level course (e.g., 400/500 course), please describe in detail how the expectations, assignments, and learning outcomes for graduate students differ from those for undergraduates.

Committee members look for the following in a syllabus:

- Learning Outcomes
- What is expected of students
- When assignments are due
- What evaluation methods will be used
- Scheduling of Quizzes and Examinations
- Grading method and how course grades will be calculated
- Instructor policies

A Syllabus Preparation Checklist, courtesy of the Instructional Development Program, is available on the web at: http://www.uri.edu/facsen/syllabus_checklist.pdf

Submission

After proposals are signed by the Chairperson of the College Curriculum Committee and the College Dean, *electronic proposals are to be forwarded by the Curriculum Committee Chairperson or the Dean's Office* to the Faculty Senate Office at urifacsen@gmail.com for **both** the Curricular Affairs Committee and Graduate Council.

Please make sure to include the following signature page with the proposal submission.

CURRICULAR-MATTERS SIGNATURE PAGE

This proposal has been approved according to proper procedures for the Department of _____

Department Chair	Date
College Committee	Date
Dean	Date
Curricular Affairs Committee Report No.	Date
Graduate Council Report No.	Date
Faculty Senate Bill No.	Date
Presidential Action Approve Disapprove	Date
Forwarded to Enrollment Services	Date