**Special Topics Course Proposal**

***REMINDER: Faculty members proposing any new Core courses agree to take part in Core student learning assessment.***

**Received:**

**Core Committee Consideration Date:**

**Curriculum Committee Consideration Date:**

**Title:**

**Cat. #: Credits:**

**Cross-listing:**

**Course Description:**

**Prerequisites: Co-requisites:**

**Additional catalog information (e.g., Pass/fail only, Not open to...):**

**First Offering: Future Offerings:**

**N.B.: A course can only be offered as a Special Topics course once.**

**Required Information**

**1. A. If this is a Core Course, list the Core Program learning goals and objectives this course addresses (learning goals and objectives can be found in the Core IV proposal, implementation documents in the Core blackboard ‘final reports and implementation documents’ folder) and how this course addresses those objectives.**

**1. B. If this is not a Core Course, summarize for the committee the student learning objectives presented in the attached course syllabus and indicate what methods of assessment will be used in this course, to determine the degree to which each learning objective will be achieved.**

**2. How will the department's curriculum be strengthened or augmented by this course, or what educational need not currently being satisfied does this course meet?**

**Instructor:**

**Special features (team taught, service learning, learning community, etc.):**

**Computer resources (see below if course requires more than standard resources):** None

**Library resources (see below if course requires new library resources):**

**Other cost implications (e.g., new materials, team teaching, service learning):**

**Please attach the following:**

* **sample syllabus or course outline**
* **required and/or recommended texts**
* **bibliography**
* **student learning objectives**
* **expectations of students (e.g. minimum of two hours prep outside of class for every one hour in class)**
* **methods (and their weights) for determining students' final grade**

**NOTE: Names are sufficient for electronic submissions. All Signatures are required on ONE Hard Copy Submission**

**Prepared By**   **Date**

**Department Chair/Program Director**   **Date**

**Chair/Director, Cross-Listed Department Date**

**Core Program Director Date**

**Acknowledged**

**Chair, Curriculum Committee Date**

**Dean, Arts & Sciences or Management Date**

**If new library resources are required to implement the new course, the following must be completed:**

**I have discussed this proposal with my department/program librarian.**

**Faculty Signature Date**

**The faculty member proposing this course has made a request for new library materials.**

** These materials can be acquired before the course is offered; no additional funds are needed to acquire these materials beyond those funds currently available to support acquisition of materials for the faculty member's department/program.**

** The faculty member's current departmental/program budget for acquisition of library resources is not sufficient to acquire these materials. Additional funding must be secured before these materials can be acquired.**

**Department/Program Librarian's Signature Date**

**Remarks:**

**If computer resources are required to implement the new course, the following must be completed:**

**I have discussed this proposal with the Director of Information Technology.**

**Faculty Signature Date**

**The faculty member proposing this course has a plan that is consistent with the requirements of the *Software Support Levels* Policy (available on the College Computing Committee web page) regarding time required for installation of software and the need to secure financial support via a budgeting process.**

**IT Director's Signature Date**

**Remarks:**