



COURSE PROPOSAL FORM ONE-TIME APPROVAL

Revised: January 2012

DATE _____

DIRECTIONS

- Fill out this form **completely** and then print it. Please do not staple form, use paperclip only.
- Attach detailed course syllabus, including student learning objectives, textbooks and/or assigned readings, a list of weekly or daily topics, grading criteria, and three sample problems for QMR and team-taught ID SET course proposals.
- Obtain the necessary signatures as indicated on the signature page.
- Send proposal and attachments to: Dean of Academic Departments and Programs, S&E Center, S-100, **Attn:** Carol Cichy.

1. Home Department or ID Program

2. Other Departments or ID Programs (see Appendix) for which the course will count toward the major or minor.
(If only in some cases, explain.)

3. Proposed Course Number

4. Course Title

a. Short Title (maximum 30 letters and spaces)

b. Long Title (if different)

5. Course Description for Catalog (maximum 200 words)

6. Proposed instructor(s): indicate (T) Tenure-track faculty; (L) Lecturer; (V) Multiple-year visitor; (O) Other department faculty, indicate department. *A course cannot receive permanent approval if taught only by an adjunct or one-year visitor; request one-time approval in such cases.*

1. _____
Name Department

2. _____
Name Department

3. _____
Name Department

7. a. Prerequisites to this course (if none, please indicate).

b. Are there other special restrictions on admission to this course?

c. Courses to which this course is a prerequisite.

8. Level of audience (check all that apply)

_____ First-Year _____ Sophomore _____ Junior _____ Senior

Describe the expected enrollment of the course including total number of students expected to take the course and the number that will be majors in the same home department or ID program as the course.

9. What term and year will the course go into effect?

_____ Term _____ Year

Anticipated frequency?

_____ Every Term _____ Two Terms Per Year _____ One Term Per Year _____ Alternate Years _____ *Other (explain)

*Other: _____

10. a. What course(s), if any, will be dropped in order to offer this course?

b. If an existing course is not being dropped in order to offer the proposed course, how will this affect the current course offerings? Please explain.

11. a. Will additional library resources be needed? _____ Yes _____ No
- b. Will additional computing resources from outside the department be needed? _____ Yes _____ No
- c. Will additional laboratory resources be needed? _____ Yes _____ No

If YES to any of the above, describe how they will be obtained.

12. Will you apply for General Education credit? Indicate below all designations that apply. Explain in the space provided how this course will address the Gen Ed Learning Outcomes (see also special instructions for QMR and team-taught ID SET) at http://www.union.edu/Resources/Academic/advising/gen_ed/learning_outcomes.php. Submit a copy of this proposal and attachments (see Directions on first page) for approval by the end of the second week to the Director of General Education at education@union.edu.

_____ **HUL** (Humanities/Literature) _____ **QMR** (Quantitative Math & Reasoning)

_____ **LCC** (Linguistic & Cultural Component) _____ **SET** (Science or Science Technology)

_____ **SCLB** (Natural Sciences with Lab)

13. _____ **CLUSTER** Will this course count towards a cluster? Use the drop down menu to select *cluster(s)*. To have this course included in a cluster(s), obtain approval from Cluster Coordinator. Attach email from Cluster Coordinator to this proposal form.

_____ Cluster

_____ Cluster

_____ Cluster

14. _____ **WAC** (Writing Across the Curriculum) Will you apply for WAC credit? WAC forms/guidelines available at <http://www.union.edu/wac/>. Submit form to Mary Mar, Director of the Writing Center.

REMINDER

Please attach a detailed course syllabus, including student learning objectives, textbooks and/or assigned readings, a list of weekly or daily topics, and the grading criteria. If the course is to count for GenEd QMR credit or is a team-taught ID SET course, please include three sample problems.

REQUIRED SIGNATURES

CHAIR OR DIRECTOR OF HOME DEPARTMENT <i>OR</i> ID PROGRAM	DATE
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DIRECTOR OF INTERDISCIPLINARY PROGRAMS	DATE
➤ Required if the course home is an Interdisciplinary Program, or has no departmental or program home	

DIRECTORS OF ID PROGRAMS <i>OR</i> CHAIRS OF OTHER DEPARTMENTS FOR WHICH COURSE ALSO COUNTS, IF ANY	NAME OF ID PROGRAM OR OTHER DEPARTMENT	DATE
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DIRECTOR OF INTERNATIONAL PROGRAMS	DATE
➤ Required if the new course will be part of a Union College study abroad program or is a new mini-term	

DIRECTOR OF GENERAL EDUCATION	DATE
➤ Required if this course is to count for General Education credit	

DEAN OF ACADEMIC DEPARTMENTS AND PROGRAMS	DATE
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Appendix: ID Program Directors (2011-12)	
Africana Studies..... Deidre Hill-Butler (SOC)	Jewish Studies (minor)Peter Bedford (REL)
American Studies..... Lorraine Cox (VA)	Latin American & Caribbean StudiesDaniel Mosquera (MLL)
Asian Studies Jennifer Matsue (AMU)	Law and Public PolicyBrad Hays (PSC)
Biochemistry Kristin Fox (CHM)	Nanotechnology (minor)Palma Catravas (ECE), Mike Hagerman (CHM)
Bioengineering Shane Cotter (ECE), Steve Rice (BIO)	Neuroscience.....Quynh Chu-LaGraff (BIO), Chris Chabris (PSY)
Computational Methods (minor)..... Valerie Barr (CS)	Organizing ThemeMichelle Chilcoat (MLL)
Computer Engineering..... Chris Fernandes (CS)	Public History (minor).....Melinda Lawson (HST)
Digital Media Valerie Barr (CS), David Ogawa (VA)	Religious StudiesPeter Bedford (REL)
Energy Studies (minor) Ann Anderson (ME)	Russian & East European StudiesSteve Berk (HST)
Environmental Engineering (minor) Tom Jewell (Engineering)	Science, Medicine & Technology in Culture Mark Walker (HST)
Environmental Science and Policy Tom Jewell (Engineering)	Women's & Gender StudiesAndrea Foroughi (HST)
Film Studies (minor) Michelle Chilcoat (MLL), Andy Feffer (HIS)	World Musics (minor) Jennifer Matsue (AMU)