

Simmons School of Education and Human Development

Form for New Course Proposals

Please cover all the following points, using this numbering system.

Please check ALL that apply.	Graduate
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Master of Education
<input type="checkbox"/> Required	<input type="checkbox"/> Master of Education with Certification
<input type="checkbox"/> Elective	<input type="checkbox"/> Master of Bilingual Education
	<input type="checkbox"/> Master Reading Teacher
	<input type="checkbox"/> Master Math Teacher
	<input type="checkbox"/> Master Science Teacher
	<input type="checkbox"/> Bilingual Supplemental
	<input type="checkbox"/> Gifted & Talented Supplemental
	<input type="checkbox"/> English as a Second Language
	<input type="checkbox"/> Ed.D. Higher Education Ed.D.
	<input type="checkbox"/> Education Leadership Ph. D.
	<input type="checkbox"/> Applied Physiology & Wellness

I. Description of the Course

1. Number and title of the course (be sure that the number is one which has not been used in the department for another course for at least one regular semester).
2. Catalogue description (thirty words or fewer):

Prerequisites:

3. Will any portion of this course be offered on-line? Please describe. Note that additional requirements exist for hybrid and on-line courses.

Student Learning Outcomes (Course Objectives):

4. Tropical outline of the course.

5. Teaching Methods.

6. Methods of evaluation (tests,papers,assignments,activities, etc.).

7. Assessment Tools (Rubrics, checklist, performance-based, etc.- what will the instructor use to determine how well students attained the learning outcomes? Please include assessment tools with your proposal.)

8. Titles and descriptions of principal readings or other materials.

9. Will there be a lab or off campus experience (Clinical, Internship) with this course? Describe the nature of the laboratory experience.

10. Date the course will first be offered. How frequently will it be offered?

11. Are specific or expanded support services needed for this course? (e.g., media services, equipment, additional library holdings, facilities, etc.).

12. Is this a replacement for another course?

13. Name (s) of instructor (s) qualified to teach this course. Has this instructor completed a Verification of Instructor Qualifications? Does this instructor have a current CV on file?

II. Need for the Course

1. Include the function of this course in your total curriculum.
2. Expected enrollment.
3. What steps have you taken to determine whether the course overlaps with those in other departments and schools, and to insure coordination between instructors involved?
4. Has this course been discussed and approved at your department/program level? Please include date of department/program meeting.

III. Statement by Chairperson

I recommend this course and certify that it has been approved by our department.

Department Chair

Academic Affairs Council Action

NOTE:

If the content of the course changes, this course must be resubmitted to the council.