COURSE PROPOSAL OUTLINE

1	ABBREVIATED COURSE TITLE	30 characters maximum
2.	FULL COURSE TITLE	The formal title for the course, no character max.
3.	CREDITS	Student earned credits (semester hours). Indicate on-line or blended and number of hrs. of class
4.	CATALOG DESCRIPTION	50 words maximum.
5.	Course Pre or Co-requisites	List all courses required, if applicable.
6.	RATIONALE	Indicate the reason/purpose for the course/change and the student group for which it is intended. Please address external demand such as accreditation, certification, licensure, employer requirement, changing community needs.
7.	STUDENT LEARNING OUTCOMES	Include discipline specific and generic outcomes: An "outcome" is a specific competency that you expect your students to master by the end of your course. Students will be able to, for example, explain, evaluate, appraise, analyze, integrate, compare, design, interpret, differentiate, identify, articulate, assess, compose, create, etc. See the Anderson and Krathwohl interpretation of Bloom's Taxonomies: http://www.uwsp.edu/education/lwilson/curric/newtaxonomy.htm
8.	Instructional Procedures	The instructional procedure and methodologies are detailed here, such as lecture, group discussion, case studies, demonstration, labs/studio, exercises, hands-on lessons, student presentation. In addition, the learning outcomes achieved, as detailed in the Department Learning Outcomes, should be included here as they relate to procedure.
9.	COURSE CONTENT	Course content and assignments are outlined in this section and should demonstrate how the Departmental Learning Outcomes are integrated within the class learning structure. Depending upon the learning structure weekly, quarterly, and assignment-based schedules are acceptable. Weekly, quarterly, or assignment based structures could include topic title, assignment, in-class exercise or demonstration. Please note: outcomes explain, evaluate, appraise, analyze, etc.
10.	Course Status	List course as Undergraduate, General Studies Program, other.
11.	GRADUATE COURSE STATUS	If applicable.
12.	PROGRAMMATIC/DEPARTMENT OUTCOMES	Describe how the proposal supports the departmental and school mission. These outcomes should be stated within the proposal such as lifelong learning, effective leadership, etc.
13.	DEGREE REQUIREMENT	List if course is General Studies, FYE, area course, required, elective, or other. Specify how or if adoption of this course into an established curriculum will change the curriculum structure or credit requirements for the major and course pre-requisites.
14.	Specialized Accreditation	List certification, licensing, and/or accrediting agency requirement, if relevant. Indicate any impact the proposal will have on degree requirements in your <i>other</i> departments.
15.	ASSESSMENT OF STUDENT OUTCOMES & GRADING	Describe the course tools used for assessment such as class participation, exercises, lab or studio work, written assignments, examinations, and student projects. Note: evaluation is concerned with issues of validity, accuracy, reliability, analysis, and reporting. The purpose of evaluation is to judge the merit or worth of a performance against a predefined standard.
16.	BIBLIOGRAPHY	Provide A) Required, B) Supporting, C) Periodicals, D) Online Material. Use the MLA format style or alternatively, APA, Chicago Manual. The Senate C & I Committee accepts multiple style guidelines from the colleges but requests the style be consistent. Senate guidelines direct that proposals indicate by asterisk the bibliographic entries that are currently held in the Guarini Library.
17.	SCHEDULING AND ENROLLMENT	List whether offered each semester and the course capacity.
18.	Resources	List supplies and materials, equipment, space allocation, technology support.
19.	BUDGET	Monetary support required for the course resources.
		When submitting a course to the College of Arts & Sciences Curriculum Committee for approval, please number the pages of your course proposal and include only material relevant to your proposal.