

Course Proposal Worksheet

Attached is the course proposal worksheet.

Below you will find a series of questions and comments to assist you in the process of creating a course proposal. We thought you would be interested in knowing the kind of questions we ask when considering course proposals.

Please return this form to the chair of The Diversity and Educational Life Committee, after which you will be contacted with a time to meet with the committee for final course approval.

If you have any questions about the form or the worksheet, please do not hesitate to contact the chairperson of the committee.

Thank you for your time and dedication.

--The Diversity and Educational Life Committee

Course Overview:

Introduce the course material. Why should students take this course? Which degree goals in the MDiv, MAR, and/or DMin curricula does this course address and how? Where does the course lead intellectually, spiritually, and practically?

Prerequisites to the Course:

Describe the prerequisites for this course. How would students know whether they were ready to take this course? What knowledge, skills, or experience do you expect students to have as they enter this course?

General Learning Outcomes:

List three to five major outcomes you expect for students in this course. What will the student know or be able to do at the end of this course? Are there any particular skills or competencies that you expect to strengthen?

Description of Methodology:

Given the outcomes that you have outlined above, how will you facilitate those outcomes? What activities will the course include? Will the course involve fieldwork? Research projects? Lectures? Small group work? How do the assignments relate to the outcomes you have stated for the course and degree goals it addresses? Identifying the methods you will be using will help to assess realistically how much time students will need to devote to this course. Make sure there is a balance between the number of credits and work assigned.

Course Evaluation:

Given the assignments and methods you plan to include in this course, how will each of the components be evaluated? What will be the grading procedures? Listing each assignment, criteria for evaluation of the assignment and the specific weight given it for the final grade can be helpful in thinking through these questions.

Texts/Bibliography:

Consider how the readings for this course are connected to the desired outcomes for this course. What texts will be required? What will be suggested, but not required? Are these texts readily available?

Statement on Diversity:

How will diversity of perspective and thought be engaged in this course?

Course Proposal Form

Proposed Course Title:

Instructor's Name:

Number of Credits:

Grading (choose one): Letter Grade Pass/Fail

Year and Term you propose to offer this course:

Anticipated additional course costs (choose all that apply):

(Note: These are granted in rare instances and must be approved by the Dean before submitting to the committee.)

Teaching Assistants (How many? _____)

Honoraria Travel/Mileage

Other (please explain)

Estimated amount: \$

Course Overview:

Prerequisites to the Course:

General Learning Outcomes:

Description of Methodology:

Course Evaluation:

Texts/Bibliography:

Statement on Diversity:

Course Catalog Description (three sentences):

[Type text]