SAINT ANSELM COLLEGE

Proposal for the Introduction of a New Course:

Department: _____

Title of Course: _____

Catalog Description: _____

Faculty Member Proposing: _____

Duration of course: One Semester _____ Two semesters _____

Initial Offering: Semester _____ Academic Year _____

Prerequisites for the Course:

OPEN TO: General Students _____ Majors Only _____

Freshmen _____ Sophomores _____

Juniors _____ Seniors _____

Has the course proposal been formally approved by the department? _____

(Proposals must be approved prior to being submitted for sub-committee review.)

Will the course be a permanent offering in the department? _____

How frequently will the course be offered? _____

Does this course deal with material or issues dealt with in a course offered by another department? _____

If so, does that department support the approval of this course? _____

Please include with the Proposal Form the following:

1. **A sample course syllabus**
   The syllabus will a) describe the format of the course (lecture, seminar, tutorial, internship, field study); b) identify the major topics/issues to be covered in the course; e) present the writing requirements of the course; d) identify required readings.
2. **A narrative** which justifies the course educationally and addresses the issues of resources and audience.

The following specific questions should be answered:

1. **Educational Justification**
   How does the course contribute to the mission of the College?
   If the course is intended primarily for majors, how does it contribute to the major?
   If the course is intended primarily as an elective open to general students, how does it contribute to the general education program of the College?
2. **Resources**
   What material resources will be needed for this course – library, audio-visual, laboratory, computer-related equipment?
   What course is this proposed course replacing, or where will the quarter-time needed to teach the course come from?
3. **Audience**
   How many currently enrolled students are likely to enroll in this course?
   Is this course likely to contribute short-term or long-term to the efforts of the Admissions Office to attract qualified students to Saint Anselm College?