

COMMITTEE ON INSTRUCTION COURSE PROPOSAL FORM

To obtain course approval, send the completed form and the proposed course syllabus to the Office of the Provost, 110 Milbank Hall. Proposed courses seeking approval for inclusion in the Spring 2010 catalogue must be received by **October 12, 2009**. To facilitate timely approval of the course, faculty are encouraged to submit the completed form and the proposed course syllabus at least two weeks before the deadline.

I. Course Information

Department Name:

Instructor:

Course Number :
[Contact BC/CU Registrar for number]

Course Credit:
[Points for the course]

Course Title:

Computer Title [30 characters]:

Catalogue description [limited to 50 words]:

Course Format [select one]: Lecture Seminar Lab

Four-point seminars must meet the following criteria: enrollment not to exceed 20; minimum of two-hour weekly class session; upper-level course designation with appropriate prerequisite; use of methods appropriate to the discipline; culmination of research in substantive individual project or projects; and evaluation of student performance with a letter grade. The course format must include (a) study and discussion of a common body of material that forms the larger context within which each student engages in independent, in-depth research; (b) discussion, and possibly oral reports, of the results of the research; (c) writing assignments during the term, with time for instructor feedback.

Course Meeting Time	MWF	MW	TuTh	WF
Lectures and lab	9:00-9:50	9:10-10:25	9:10-10:25	11:00-12:15
	10:00-10:50	10:35-11:50	10:35-11:50	
	11:00-11:50	11:00-12:15	1:10-2:25	
	12:00-12:50	1:10-2:25	2:40-3:55	
	1:10-2:25	2:40-3:55	4:10-5:25	
		4:10-5:25	5:40-6:55	
		5:40-6:55	6:10-7:25	
		6:10-7:25	7:40-8:55	
		7:40-8:55		

Seminars (2 hours) should be scheduled from 9:00-10:50, 11:00-12:50, 2:10-4:00, 4:10-6:00, 6:10-8:00, or 8:10-10:00

First semester course will be offered [see the deadline for COI approval]: Fall Spring

Specify any enrollment restrictions:

List all course prerequisites :

Is this a lecture course that substitutes a paper or a take-home exam for the required in-class final exam? Yes No

If yes, please explain why a paper or take home final exam is more appropriate for the course.

If not specified on the syllabus please indicate when the paper or take home exam will be due.

If not stated on the syllabus, explain how you will meet the following criteria for the take home exam, [as described in the Faculty Guide](#): answers on the exam are not expected to exceed 2,000 words; date due is the same day as the final examination; research beyond the required reading for the course is not expected; students preparation and writing time is comparable to study time and exam time expected for a regularly scheduled final examination; students have instructions about the nature of prohibited collaboration or discussions; the take-home is not the only written assignment in the course.

Would you recommend this course to a first-year student? Yes No

Will participation comprise more than 15% of the course grade?

Yes (see note that follows)

No

The syllabus must include a description of what constitutes class participation. Barnard College does not give course credit for attendance.

List Course Requirements

Exams, papers, laboratories, performances, oral reports, etc., with a % of grade assigned to each:

II. Department Information

This section should be completed by the department chair.

Specify Course Catalogue Category

[Specify only if department organizes courses by category in the online catalogue]:

How often do you anticipate offering the course:

Course(s) that this course replaces:

Describe consultation with affected Barnard Departments [include in this discussion the name of the affected department, how the department will be effected by the proposed course, and the results of the consultation]:

Describe consultation with Columbia [include in this discussion the type of consultation pursued, results of the consultation, and the relationship of the proposed course to Columbia offerings]:

III. General Education Designation

Complete this section only if seeking GER designation for the proposed course.

Desired Designation [Only one selection is recommended and limit is two]:

Reason and Value*

Language

Quantitative and Deductive Reasoning

Cultures in Comparison*

Historical Studies

The Visual and Performing Arts

Social Analysis*

Laboratory Science

Literature

The starred (*) areas are currently under review by the COI. Courses approved for these areas may have to reapply.

Criteria Checklist [Check all that apply. If a criteria is not checked, explain in the Rationale statement why the course should be exempt from the criteria]:

No Prerequisites <input type="checkbox"/>	Requested designation(s) <input type="checkbox"/>	Student learning outcomes <input type="checkbox"/>
Appropriate for non-majors or a general audience <input type="checkbox"/>	reflect(s) the course focus in content or in methodology <input type="checkbox"/>	match each area requested <input type="checkbox"/>

Rationale

- This statement must address how the course meets the specific aims of the designation requested. Identify the specific course objectives, as specified in the syllabus, which are directly related to the student learning outcomes for the designation(s) requested. Then explicitly state how the course will enable students to meet one or more of the specific aims of designation(s) requested. The syllabus must have at least two student learning outcomes directly addressing each designation requested. The aims of the GERs can be found here: <http://www.barnard.edu/catalog/cur/liberalarts.php#GERS>
- If the course has prerequisites or is not suitable for a general audience, explain why it is suitable for a GER designation.

IV. Syllabus

Please attach the course syllabus.

Syllabus Guidelines. The following are the required components for the syllabus (example syllabi available in Provost's Office). Check all included on syllabus:

- Instructor and Course Information – includes office hours, contact information, and class meeting times.
- Expanded Course Description.
- Student Learning Outcomes – student centered measurable expectations of specific skills, knowledge, or attitudes of students that successfully complete the course. Visit the [Provost's website](#) for examples.
- Assignments and Expectations – includes guidelines for papers, reports, and other assignments, due dates, attendance policy, etc...
- Evaluation – specifies the criteria/items that will comprise the grading scale. If participation comprises more than 15% of the final grade, you must describe what it constitutes.
- Course Outline – an outline of topics to be covered and associated dates. For “umbrella” courses with multiple sections, a range of examples or an explanation may be used to illustrate the guiding principle for a topic area.
- Bibliography – a supplemental bibliography is optional.

Signature of Department Chair*

Signature of other chair(s) consulted.

Date

Date

*Before submitting the form to the COI for approval, departments are advised to review and approve the course syllabus. This assures the course is consistent with and contributes to departmental goals and student learning outcomes.