

## COURSE PROPOSAL FORM

To have your course reviewed by the Mailman School Curriculum Committee, please submit this form and additional material to the chair of the curriculum committee by the appropriate deadline. Please provide the appropriate level of detail as you complete this form since this information will be used by the committee to evaluate your course. This information, upon approval, will appear in the course bulletin and will be used by students, advisors, and the administration.

Leah Hooper ([lch2124@columbia.edu](mailto:lch2124@columbia.edu)), Senior Director of Educational Initiatives, is available to consult with faculty in the development of their syllabus, learning objectives and teaching strategies.

**Date Submitted**

**Curriculum Committee Meeting** *for administrative use*

**Course Level**

**Course Number** *for administrative use*

**Course Title**

**Credits**

**First Semester Course will be offered**

**Department**

☐ **Required**

**Certificate**

☐ **Required**

**Certificate**

☐ **Required**

Please review the appendix section on faculty appointments and responsibilities before completing this table by clicking [here](#).

Course Instructor(s)	Academic Title	Dept	Phone	Email

**Department Chair (select one)**

### I. Prerequisites

Please list any prerequisites for the course including permission of the instructor

☐ None

☐ Yes (Explain reason below)

Please indicate how the course is similar to or overlaps in content with other courses or competencies in the department, certificate, school and/or university

☐ None

☐ Yes. Specify overlapping course(s)

Please explain the nature of overlap:

What strategies (such as co-development, cross-listing, or co-teaching) are being used to facilitate collaboration between the sponsoring department of the course and other department(s) with whom the course contains overlap.

To my knowledge this course does not violate the Mailman School Policy on Course Duplication.

Signature of department chair

## II. Competencies and Learning Objectives

Review your department's competencies and indicate which department or certificate competencies your proposed course addresses.

List your course learning objectives below. For help writing learning objectives, click [here](#).

Please further identify how this course relates to the competencies of the department or certificate by checking the appropriate categories

Is part of a learning sequence (or series of courses) for completion of a degree or certificate? If so, please explain.

### III. Credit Hours and Time Allocated to Teaching and Learning

Please review the appendix section on credit hours and based on this criteria and your course learning objectives fill in the table below. For more information on appropriate work outside class for each credit hour, please click [here](#).

Credits	Number of Classes		Number of Hours
	Semester	Weekly	Per Class

  

Hours Teaching and Learning for Week		Hours Teaching and Learning for Semester	
In Class	Outside of Class	In Class	Outside of Class

#### IV. Teaching Methods for Promoting Learning

Please describe the variety of pedagogical approaches you will use to promote both in-class and outside of class learning. Identify, as appropriate, innovative teaching techniques that you intend to use. If there is an additional discussion or lab sections please address these setting too. For more information on innovative approaches to teaching and best practices for classroom instruction, click [here](#).

#### V. Enrollment and Classroom Needs

##### Estimated Enrollment

Type of Classroom(s) Needed: ☐ Seminar Room ☐ Lecture Hall ☐ Computer Lab

Additional Information about Classroom(s) \_\_\_\_\_

☐ Multiple classrooms needed? If so, please describe in detail your classroom needs.

Additional Resources Needed: ☐ LCD Projector ☐ Internet Access ☐ Slide Projector

☐ Other

## VI. Cost to Student

Financial impact of course on student (books, software, etc.) per student \$

## VII. Description for Course Bulletin

Please write a one paragraph statement suitable for inclusion in the course bulletin. Your description should address the following points. For more information on crafting a course description, click [here](#).

- General description and overview of the course
- Specific learning objectives that identify what students who successfully complete the course will be able to demonstrate.
- Major teaching methods and the organization of the course including the use of discussion sections, media, invited speakers, field trips, etc.
- Nature and extent of requirements from students and procedures for evaluating students such as lab exercises, paper, examination, etc.

## **VIII. Syllabus**

Please complete the below syllabus template available [here](#). For more information about completing all aspects of your syllabus, click [here](#).

Your syllabus should be informed by your course learning objectives and should be sure to include:

- Schedule of topics for all sessions (14 weeks in a semester) including the assigned readings
- Criteria for assessing student learning including a description of assignments, class participation, labs, exams, etc. This section should clearly indicate the percent or point allocation of each item.