# Course Proposal

|  |  |
| --- | --- |
| **Name of Person Completing the Form** |  |
| **Email** | @centenary.edu |
| **Department** |  |
| **Approval of Department Chair** |  |
| **Course Title for Catalogue** |  |
| **Banner Course Title – 30 characters max.** |  |
| **Department and Number** |  |
| **Hours of Credit** |  |
| **Pre-requisites and Co-requisites** |  |
| **Enrollment Limit** |  |
| **Time Audit:** Please provide a brief audit of the amount of time an average student would need to invest in the proposed course per week.  Each credit hour represents 2,250 minutes (37.5 hours) of learning activity over the term. This includes an accounting of such activities as:Time in classAmount of time preparing for class (reading, studying)Time in lab/studio/workshopTime meeting one on one with the instructorTime researching, writing, or preparing graded workTime at out-of-class events or activitiesTime spent participating in online discussions |  |

|  |  |
| --- | --- |
| **Special Topics Course to Regular Course?** If you are submitting a course as a Special Topics (395/396) course, you will need to resubmit the course proposal to make the course a regular course to be entered into the catalog.  If this is a resubmission of a special topics course, in what ways have you changed the course since the initial course proposal? Why? |  |
| **Crosslisted as:** Crosslisted courses are listed under two departments. Each department needs to check course listings in the catalog and online for consistency and accuracy. |  |
| **Trek Credit?** Please indicate if you intend to propose this course for Trek credit and which credit you intend to attach.  If you do, please attach a completed Trek proposal form found on the Trek section of the Centenary website. | \_\_\_ Community  \_\_\_ Career  \_\_\_ Culture |
| **If appropriate, location of instruction, inclusive dates, and days of week/times of day:** If the course is to be held off campus, please supply any additional information students should know such as fees and special requirements. |  |

**Frequency of Offering:**

Every Fall Term  
 Every Spring Term  
 Fall Term of Odd Years  
 Fall Term of Even Years  
 Spring Term of Odd Years  
 Spring Term of Even Years

May Term

August Term  
 Other (Please explain below):

|  |
| --- |
| **Course Description:**  Enter catalogue-ready copy below. |

|  |
| --- |
| **Explorations. Please fill out the following section to submit a course (either a new course or a current course) for Explorations Core Credit.**  **Proposal to Add Course to Explorations Core**  Before making your selection, please be sure to read the criteria for foundations core courses.   * The humanities core requirement asks students to critically analyze and evaluate human artistic and cultural accomplishments. * The symbolic reasoning core requirement asks students to develop a facility in and appreciation of symbolic reasoning. * The natural sciences core requirement asks students to explore the nature of the material universe. * The social sciences core requirement asks students to examine human behavior through the systematic collection and analysis of data.   **Category** (please select only one)  Humanities - general  \_\_\_\_ Humanities - performance  Symbolic Reasoning  Natural Sciences  Social Sciences |

|  |
| --- |
| **Justify why you have placed this course in this category using the criteria above. Using the assessment criteria appropriate for your course, how do you plan to assess this class?** |

**Course Syllabus:**A course syllabus is an important document that we must provide each student on the first day of class. To address SACSCOC accreditation requirements, every course syllabus must:

1. begin with clearly stated learning objectives that relate to and are consistent with appropriate elements of the college purpose statement;
2. state how learning objectives will be assessed
3. outline all course requirements, when test dates/assignments are due, and the class grading and attendance policy; and
4. state the location and time for the instructor’s office hours.

Please include in your syllabus a comment notifying students of the College’s commitment to accommodate any disabilities. A sample of such a statement follows:

* *It is the policy of Centenary College to accommodate students with disabilities, pursuant to federal law, state law, and the College's commitment to equal educational opportunities. Any student with a disability who needs accommodations, for example in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course.  Students with disabilities need to contact Disability Services (a division of Counseling Services), which is located in the ground floor of Rotary Hall to obtain services. Telephone 318-869-5466/5424.*

We encourage you to include Centenary College’s [Diversity Statement](https://www.centenary.edu/student-life/support-services/diversity-programs/) on your syllabus.

Paste your syllabus on the next page.