

New Course Proposal: College of Arts, Humanities & Social Sciences, USM

I. Proposal from the Department of

A. Course Details (as they will appear in the <i>USM Undergraduate Catalog</i>)			
1) Prefix and Number:			
2) Course Title:			
3) Catalog Description:			
4) Prerequisites:			
5) Credit Hours:			
B. Curricular Contributions			
1) Contribution(s) of the course to the department or program curriculum:			
2) Will adding this course require a catalog change or course elimination?			
3) Contribution(s) this course will make to the CAS curriculum:			
4) Effect(s) of this course on other departments or programs:			
5) Specify how this course contributes to USM's commitment to diversity in terms of (a) its objectives:			
5b) its readings:			
5c) its assignments and activities:			
5d) other relevant efforts:			

C. Course History and Resources			
1) Taught previously at USM?			
2a) If yes, when (1 st time)?		2b) enrollment:	
3a) when (2 nd time)?		3b) enrollment:	
4) Who will teach this course (full-time or other, team-taught, rotate, names)?			
5) Projected cycle for course (every semester, annual, biennial, etc.)?			

6) How will course fit into the faculty's existing responsibilities?	
7) Targeted audience and projected enrollment for the course?	
8) Resources necessary to support course (non-teaching personnel, space, library, equipment, etc.):	
9) Additional comments:	

II. Approval Signatures:

Department/Program Chair: _____ Date: _____

Curriculum Review Committee: _____ Date: _____

Dean of the CAHS: _____ Date: _____

Instructions (relevant sections):

This form uses tables. In Word Perfect, cell locks facilitate using the Tab key to move between specified elements. Microsoft Word lacks the cell lock function. In either program, please insert your information without changing the settings of the document. Answer "n/a" or "none" if applicable. Forms are available at <http://usm.maine.edu/cas/crc>.

You are recommended to submit this form and accompanying documentation by November 15 if the course is to be entered into the next *USM Undergraduate Catalog*.

A course number cannot be allocated if it has been used within the last ten years. Please consult previous catalogs. (A1)

The catalog description should *not* be more than 50 words. It may begin with an incomplete sentence; for example, "A review of the history of North America to 1775." All subsequent sentences, however, must be complete sentences. Please avoid jargon. (A3)

A sample syllabus must be attached to this form (B).

If this new course requires a catalog change or course elimination, submit the relevant form after notification of the successful first reading of this new course. (B2)

Faculty must consult with other departments or programs about potential conflicts or collaborations *before* submitting this form. (B4)

USM Diversity Plan can be found at <http://usm.maine.edu/eeo/diversity>. (B5)

Departments should review time and resource commitments with the dean of CAS *before* submitting this form. (C8)

To Submit This Form:

Once this course has received departmental or program approval, submit the form as an attachment in an email to the specified co-chair of the CRC.

Send *one* hard copy of the syllabus and *one* hard copy of the completed form, with the signature of the department chair or program director indicating approval of the course, to the specified co-chair of the CRC.