

Course Proposal Form

This course proposal form should be completed when introducing a new course or revising an existing course. The proposal will be reviewed by the Academic Affairs Committee or, in the case of a minor revision, approved administratively by the Associate Provost for Academic Affairs. If you are proposing a new course, or renumbering an existing course, please check with the Registrar regarding use/reuse of the number. General Education courses and online courses require additional forms. Please send completed forms to curriculum@esf.edu.

Proposer name:

Contact email:

Contact phone:

Department:

Course Information

Type of Proposal: New Revision Replacement

Course Prefix Course Number

Course Title (if changing title, please use new title)

For course replacements, please indicate the course prefix and number to be replaced:

For course revisions, please indicate the reason for revisions (check all that apply):

Course Number, Prefix, or Division	Title	Credit Hours	Pre or Co-Requisites
Catalog Description	Instructional Methods	General Education	Format
Learning Outcomes	Concepts or Content	Institutional Resources	Semester Offered

Detailed Course Description

- a. Describe why this course (or revision) is needed to meet current or proposed goals and outcomes of the program or College. For revisions, provide explanation or and justification for change.

- b. Credit hours

- c. Semester offered (check all that apply) Fall Spring Summer

- d. Anticipated enrollment Fall Spring Summer

- e. Format (for online/hybrid courses, please complete online course addendum):

Lecture

Lab

Field

Studio

Online

Other (if other, please explain)

- f. Level of Instruction

Lower Division Upper Division Beginning Graduate Adv Graduate

- g. Is this a general education course? Yes No

- h. Is this a required course?* Yes No

If yes, please list the program(s) for which it is a requirement:

- i. Is this course an elective course within your department? Yes No

- j. Is enrollment in the course restricted by program or level?** Yes No

If yes, please explain:

- k. Are other ESF or SU courses similar/identical to this course? Yes No

If yes, please explain:

- l. Is this course a shared resource offering? Yes No

If yes, what is the course number of the concurrent offering?

*New courses that are required in any program must have curriculum revisions included.

**This question is not referring to size restrictions (course caps), but restrictions by major or class standing.

- m. Student Learning Outcomes- Identify the student learning outcomes associated with this course

At the end of this course, students will be able to:

- n. Major concepts, processes or tools- Identify the course content and themes (e.g. Table of Contents) consistent with the learning domains and outcomes.

- o. Instructional methods- Identify the methods used to meet the course outcomes, as well as the principal instructional methods.

- p. Course History- Provide the dates of prior approval of this course, and its revision history. For new courses, enter not applicable.

Course Catalog Description

Provide the course description to be included in the ESF catalog (maximum 1000 characters). Begin your description with the number of contact hours and format of the course, e.g. 3 hours of in-person lecture. If this is a shared resource course, end description with "Credit will not be given for both 3XX and 5XX".

Prerequisites:

Corequisites:

New Institutional Impacts

This section pertains to forecasting institutional resources needed to support the new course or course revision. Provide clear statements regarding the needs and current availability (or absence) of resources. Courses that require financial commitment from ESF must be reviewed and approved by the Provost prior to submission. **Note that, if this is a course revision, only the impact of the revision should be included. If the resources are in place, please indicate "not applicable."**

- a. Staffing needs:

- b. Classroom resources (physical facilities in a laboratory, lecture hall, flexible space, academic computing):

- c. Technology resources (e.g., electron microscopes, UAVs, GPS receivers, survey equipment, etc.):

- d. Computing resources (software licensing, hardware, access):

- e. Library resources (subscriptions, services):

- f. Transportation requirements (budget, fees, fleet, vehicles):

- g. Forest Properties or field practicum facilities (Note: Please contact Forest properties each semester to schedule):

- h. Will there be a course fee required? Yes ☐ No ☐

Health and Safety Considerations

Will any of the conditions or situations outlined below be present in association with the course?

Description	Yes	No
Will substances with any of the following properties be used during instruction: flammability, toxicity, corrosivity, reactivity, registered pesticide, legally controlled, or other characteristics with the potential to cause harm or injury?	☐	☐
Will any physical hazards be present during instruction? (e.g. machines that need safety guards; razor blades or syringes; compressed gases, etc.)	☐	☐
Will any biological hazards be present during instruction? (e.g. handling animals [rabies or hantavirus]; cultures or stocks of infectious agents [fungal spores, viruses, bacteria, etc.])	☐	☐
Will any radiation hazards be present during instruction? (e.g. radiosotopes, X-rays, ultraviolet rays, lasers, etc.)	☐	☐
Will any electrical equipment that, due to its design, location, or method of use, pose any threat to safety during instruction? (Give considerable thought to electrical use outdoors, or any potentially wet location)	☐	☐
Will there be any personal safety issues related to the class? (e.g. due to time of day or location, at the end of any organized class exercise, will students be in danger of physical assault, etc.)	☐	☐
Will any students be driving official state or research sponsored land or water vehicles during any class or instructional exercise?	☐	☐
Will any type or personal protective equipment be necessary during class exercises? (e.g. hard-hats, eye/face protection, hearing protection, hand/foot protection, lab coat, visibility clothing, etc.)	☐	☐

If the answer was "yes" to any of the health and safety questions, please explain:

For lab and field courses to which all answers are "no", you should explain that here, also. Normally, we would expect some safety precautions for such courses.

Approval Signatures

All signatures and department level approvals are needed prior to submission to the Academic Affairs Committee.

Department Academic Affairs Committee Representative

Date

Department Chair

Date

Provost

Date

(if proposal requires additional staffing or resources)

If your proposal will impact other departments/areas, please include email confirmation that those affected have been notified and approve of the change.)

For Registrar use only:

Date changes entered in system