

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 Informati	on				
Type of Proposal:	New	New Revision Replacen			
Course Prefix	Course Prefix Course Number				
Course Title (if changing title,	please use new title)				
For course replacements,	please indicate the	course prefix and num	ber to be replaced:		
For course revisions, plea	se indicate the reas	on for revisions (check	all that apply):		
Course Number,	Title	Credit	Pre or		
Prefix, or Division		Hours	Co-Requisites		
Out to a December 1	Instructional	General	F		
Catalog Description	Methods	Education	Format		
Learning	Concepts or	Institutional	Semester		
Outcomes	Content	Resources	Offered		



Detailed Course Description

 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 a	ll that apply)	Fall	Spring		Summe	r
d.	Anticipated enrollment		Fall	Spring		Summe	r
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 U	Ipper Division	Beginning Grad	duate	Adv Gra	duate	
g.	Is this a general education	course?			Yes		No
h.	Is this a required course?*				Yes		No
	If yes, please list the progra	am(s) for which i	t is a requireme	nt:			
i.	Is this course an elective c	ourse within you	ır department?		Yes		No
j.	. Is enrollment in the course restricted by program or level?** Yes				Yes		No
	If yes, please explain:						
k.	Are other ESF or SU course	es similar/identio	cal to this cours	e?	Yes		No
	If yes, please explain:						
ι.	Is this course a shared reso	ource offering?			Yes		No
	If yes, what is the course n	umber of the co	ncurrent offerin	g?			

^{*}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.
0.	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.)		



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For lab and field courses to which all answers are "no", you should explain expect some safety precautions for such courses.	n that here, also. Normally, we would
Approval Signatures All signatures and department level approvals are needed prior to submis Committee.	ssion to the Academic Affairs
Department Academic Affairs Committee Representative	Date
Department Chair	Date
Provost (if proposal requires additional staffing or resources)	Date
If your proposal will impact other departments/areas, please include ema	ail confirmation that those affected

have been notified and approve of the change.)

For Registrar use only:

Date changes entered in system