COURSE PROPOSAL FORM
(see Page 3 for additional required materials)

DEADLINES

FALL COURSES: proposals due to RSMAS Graduate Studies Office by the beginning of February

SPRING COURSES: proposals due to RSMAS Graduate Studies Office by the beginning of September

ACCION (check as appropriate):
☐ New Course.
☐ Conversion from Special Topics (taught twice) to Permanent Course.
☐ Name / syllabus / other substantial change to existing course.

COURSE TITLE: __________________________________________________

PROGRAM NAME: ________________________________________________

LEVEL (either joint-500/600 or 600-only or 700-only) ________________________

NUMBER OF CREDITS: ____________________________________________

INSTRUCTOR NAME (CV that especially described teaching experience is required from instructors not on RSMAS faculty):

_________________________________________________________________

SEMESTER OFFERED: _____________________________________________

EXPECTED FREQUENCY (e.g. every second fall semester): _______________
EXPECTED ENROLLMENT:  GRAD STUDENTS ____  UNDERGRADUATES ____

PREFERRED DAYS AND TIMES: ______________________________________

PREFERRED CLASSROOMS: ______________________________________

BRIEF DESCRIPTION OF PURPOSE OF COURSE:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

COURSE PREREQUISITES AND/OR REQUIREMENTS OF STUDENTS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

INSTRUCTOR SIGNATURE: ___________________________ DATE: __________

DEPARTMENT CHAIR SIGNATURE: __________________________ DATE: __________

PROGRAM DIRECTOR SIGNATURE: __________________________ DATE: __________

RSMAS ASSOCIATE DEAN (AFTER GRADUATE ACAD. COMM. APPROVAL):
________________________________________________________________________ DATE: __________
Guidelines and Additional Requirements

- All new courses must be offered first as “Special Topics”, after approval by the Graduate Academic Committee (GAC) by majority vote in the February (or September) GAC meeting.

- A course can be offered as special topics twice, after which it must be approved (or dropped) as a permanent course by the GAC at the same February (or September) GAC meeting.

In all cases, the instructor (or a delegate) gives a brief presentation of the course in person at the February (or September) GAC meeting.

1. Procedures for evaluation of proposed new special topics courses:

The course must first be approved by the academic committee of the program in which the course will be offered. For ‘RSM’ courses, the “host program” is that of the main instructor.

In addition to the form on Pages 1-2, the following materials are required:

- Detailed syllabus including teaching format (lecture, lab, field etc)
- Structured plan of specific activities that students would undertake to justify the stated number of credits of workload on their part
- Extent to which the proposed course supplements existing courses/tracks
- Overlap with existing courses (if applicable)
- Required resources in excess of those present in a normal class room (if any)
- Cost of supplies and source of funds for these supplies (course fees etc)
- Reading list (must be realistic)
- Grading details

The credentials of the instructor(s) are evaluated along with the materials.

2. Procedures for evaluation of ‘conversion to permanent’ courses

In addition to the form on Pages 1-2 and the course syllabus, the instructor is required to provide student teaching evaluations and enrollment histories for both semesters when the course was taught as a Special Topics course.

3. Procedures for name and/or syllabus and/or other changes to existing courses

In addition to the form on Pages 1-2 and the course syllabus, a brief justification for the change is required. Any additional materials relevant to the change can be added.