



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

ACTION (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.