 There are three component parts to the application:

PART ONE – online form, below. May be completed by member of the faculty proposing course, but must be submitted by chair.

PART TWO – please upload a complete syllabus for the proposed course using the following format. There is a link for uploading the syllabus at the end of the online form. The syllabus should include the following information in the following order:

➢ Length of course and format (e.g., traditional 14-weeks 2 days/week; online 4-weeks, etc.)

➢ Course description

➢ Course goals:

Goals are broad, general statements of what the proposed course intends to accomplish. They describe broad learning outcomes and concepts (what do you want students to learn?) and are expressed in general terms. Goals should provide a framework for determining more specific educational objectives.

➢ Assessable learning outcomes

Learning outcomes are achieved results or consequences of what was learned; i.e., evidence that learning took place. They are student-centered and describe what it is that the learner should learn. Learning Outcomes can be broken down into three main components:

 \*an action word that identifies the performance to be demonstrated;

 \*a learning statement that specifies what learning will be demonstrated in the performance;

 \*a broad statement of the criterion or standard for acceptable performance.

➢ Course requirements: for example, research papers, problem sets, daily journals

➢ Grading rubric; testing and evaluation methods

➢ Attendance policy and the impact of attendance on grade - see Journal of Record, http://goo.gl/mMlqGg pp21-22

➢ Full schedule with reading assignments

While not required, the committee highly recommends that you include ADA/accommodation language and academic honesty language in your syllabus. For the latter, see Journal of Record, http://goo.gl/mMlqGg pp25-26

PART THREE – Please upload minutes from a department meeting (must be held in person, not via email), in which the following points are discussed. Departmental minutes should be sufficiently detailed to provide clear evidence that the department carried out each of these steps. We only need the portion of the minutes in which the proposed course is discussed. Must be uploaded by the chair:

a. Verify that the expectations, workload, and requirements of the course meet Department standards.

b. Will this course replace another in the curriculum? If yes, which one?

c. How will this course be accommodated within the Department's existing teaching obligations? For example: replacing an existing course, teaching a course less frequently, authorized new hire…

d. Over a four-year cycle, how often will this course be offered? How many sections?

e. How is this course important to your students and to your overall curricular plan?

f. Are any new materials (books, software, equipment, etc) required to support this course?

g. Does this course require special academic space and is such space available?

h. Please specify any suggested changes to the proposed syllabus.

Please note that if any part of the proposal is incomplete or incorrectly answered, it will not be considered.

Date\*Required

Name of Professor proposing the course\*Required



Department\*Required



Chair\*Required



Course Name\*Required



Course number, with prefix, e.g. MU 248\*Required



Will this course have an interdisciplinary prefix?\*Required

*  Yes
*  No

What is the target audience for this proposed course?\*Required

*  Undergraduate Students
*  Graduate Students
*  Both

If this course is for Undergraduate students, does it count towards (check all that apply)

*  Core
*  Majors
*  Minors

Number of credits\*Required



Prerequisites\*Required



Course Format (check all that apply)\*Required

*  Classroom
*  Online
*  Hybrid
*  Science lab
*  Other
*  14-weeks
*  6-weeks
*  4-weeks
*  2-weeks
*  1-week
*  Other duration

Is this course an internship, independent study, or supervised science research?\*Required

*  Yes
*  No

Does this course require any specific technological support?\*Required

*  Yes
*  No

If specific technological support is required, please list needed resources:



Will this course be submitted for (check all that apply):\*Required

*  US Diversity
*  World Diversity
*  Interdisciplinary Program
*  None of the above

If proposed course will be submitted for consideration in an Interdisciplinary Program, which one(s)?



Course Attributes - to be determined by the Chair\*Required

Please click here for a list of course attributes: <https://goo.gl/o6FX0G>

If there are any additions or edits for this list, please email them to registrar@fairfield.edu



Catalog Description - 100-word limit, not including prereqs (prereqs must be included at the end of the description)\*Required



Please upload department minutes as a Word of PDF file, here: <https://goo.gl/1NJapG>



Please upload syllabus as a Word or PDF file, here: <https://goo.gl/aLvnEi>

