

VIRGINIA WESLEYAN COLLEGE  
NEW COURSE PROPOSAL FORM

*Note: Save completed proposal form and syllabus as one document (with syllabus at end of completed form) and name the file using this paradigm: Course prefix and number of course.  
Sample: TH380*

*After your proposal has been approved at the department level, submit the file to your Division's administrative assistant. If interdivisional (such as INST, WGS, ENVS, etc.), submit to each Division's administrative assistant.*

PROPOSED COURSE: Course Prefix: \_\_\_\_\_ Number \_\_\_\_\_

To be cross listed with: Course Prefix: \_\_\_\_\_ Number \_\_\_\_\_

Official Title (maximum 30 characters including spaces):  
\_\_\_\_\_

Number of student credit hours: \_\_\_\_\_ Number of faculty hours towards load: \_\_\_\_\_

Number of hours per week of in-class meetings: \_\_\_\_

Pedagogical methods other than lecture and classroom discussion: (Check all that apply)

<input type="checkbox"/>	Writing	<input type="checkbox"/>	Research and Information Literacy
<input type="checkbox"/>	Field Experiences/Cultural Events	<input type="checkbox"/>	Service Learning and Civic Engagement
<input type="checkbox"/>	Technology Aided Learning	<input type="checkbox"/>	Individual or Group Conferences
<input type="checkbox"/>	Group Projects	<input type="checkbox"/>	Individual Projects
<input type="checkbox"/>	Externship/Internship	<input type="checkbox"/>	Oral Presentations
<input type="checkbox"/>	Lab or Studio Time	<input type="checkbox"/>	Other (Explain fully in Rationale)

Rationale – Please provide a rationale for the value of any course enhancement(s) and for how course demands together constitute the number of credit hours to be earned by students. If the course has fewer in-class hours than the credit hours listed above, please explain how out of class enhancements merit the additional credit hours. (45 hours of work per additional credit hour)

When Offered (check as many as apply):

Semester:    \_\_\_ Fall           \_\_\_ Spring       \_\_\_ Summer    \_\_\_ Winter Session

Year:           \_\_\_ Odd           \_\_\_ Even       \_\_\_ When circumstances permit

                  \_\_\_ On demand   \_\_\_ Other \_\_\_\_\_

Time:         Day         Evening     Weekend

General Studies course (If yes, submit appropriate GS materials)

Elective    Major course    Minor course    Non-majors Only

Prerequisite(s): \_\_\_\_\_

Co-requisite(s): \_\_\_\_\_

Course fee required?    Yes    No        If yes, amount: \_\_\_\_\_

Grading:         Letter         Pass/Fail

Can this course be taken by a student multiple times for course credit? \_\_\_\_\_

This course is intended to be (check one):         Experimental     Permanent

How does the level of work required relate to the numbering level(s) chosen?

Include a course description for catalog (50 words or less.)

Rationale for offering this course:

How will the course be staffed (check as many as apply)?

On-load     Overload     Adjunct(s)

What adjustments in departmental offerings will this course bring about? Note whether other courses will be dropped or offered less frequently.

What additional budget expenditures will be required by the course (e.g., equipment, computer lab time, software, instructional, staff, interlibrary loans) ?

To what degree will the course be available as a service to other departments or as an elective for non-majors?

Below, provide in this document a complete syllabus to include a detailed course description, student learning objectives and outcomes, outline of topics to be covered, means of assessment and evaluation, attendance policy, grading policy, disabilities statement.