

Course # _____

Effective in _____

Type of Proposal
Permanent
Experimental

Course Attributes		
Liberal Arts	Yes	No
Urban Study	Yes	No
Writing Intensive	Yes	No
Capstone	Yes	No

Proposing Department _____

Other Department(s) _____

Subject Area _____

Course Title (maximum 50 characters & spaces) _____

Course Number (Contact Registrar's Office for designated course number.) _____

Course Abbreviation (maximum 20 characters & spaces) _____

Course Status	New
	Revised

Registrar's signature: _____

If this is a revised course, check off all items below that have been changed.

- Title Change
- Catalog Description
- Number of Credits
- Number of Hours
- Prerequisites
- Corequisites
- Instructional/Performance Objectives
- Grading Standards
- Textbooks
- Subscription database, periodicals, and media items
- Core Competencies
- Course Outline
- Other: _____

Credits	
Credits	_____
Classroom Hours	_____
Lab Hours	_____
Clinical Hours	_____
Faculty Hours	_____
Student Hours	_____

Do the lab hours represent faculty hours?
Yes
No
No lab hours

If the classroom hours & the number of credits are not identical, explain the difference below.

Catalog Description

- Max 500 characters & spaces. The course description should provide students with a description of the course content and methodology. Since catalog descriptions are used by other colleges as a basis for granting transfer credits, the description should provide adequate information to guide other colleges in their deliberations.

Course Type

- Choose at least one and fill in the blank. Attach the curricular framework if “Program Elective” or “Program Requirement” is checked.

General Education (Pathways)

Program Elective (Program(s): _____)

Program Requirement (Program(s): _____)

Approved as Pathways Course? Yes (check the category below) No Will be submitted

Required Core

English Composition
Quantitative Reasoning
Life and Physical Sciences

Flexible Core

World Cultures and Global Issues
U.S. Experience in its Diversity
Creative Expression
Individual and Society
Scientific World

Course is closed to:

- E.g., All students not meeting the pre/pre-co/corequisites.

This course replaces:

- If it is not a replacement course, write “None.”

Are core competencies and abilities assessed? Yes No

- Selected competencies and abilities should be reflected in the Instructional/Performance Objectives on pages 5-6.

Competencies

Inquiry and Problem-Solving
Integrative Learning
Global Learning

Abilities

Written Communication
Oral Communication
Digital Communication

Basic Skills Prerequisites

English Proficient

Math Proficient

College-level Course Prerequisites

- List the highest college-level prerequisites within each discipline. Do not include embedded prerequisites for courses in this list; for example, if ENG102 is a prerequisite, do not list ENG101.
- For course revision, see <https://laguardia.catalog.cuny.edu/courses> for the current prerequisites.
- Note that slashes (/) between courses indicate “or”

1.	Prereq	Pre/Coreq	Coreq: _____
2.	Prereq	Pre/Coreq	Coreq: _____
3.	Prereq	Pre/Coreq	Coreq: _____
4.	Prereq	Pre/Coreq	Coreq: _____
5.	Prereq	Pre/Coreq	Coreq: _____
6.	Prereq	Pre/Coreq	Coreq: _____
7.	Prereq	Pre/Coreq	Coreq: _____
8.	Prereq	Pre/Coreq	Coreq: _____

Additional Pre/Pre-Co/Corequisites

- Specify pre/pre-co/corequisite (e.g., Prerequisite EMT Certification; Prerequisite CPR Certification, etc.)

Does this course proposal necessitate an update for any Degree Map?

- Changes in pre or co-requisites may necessitate adjustments in course sequencing for a Degree Map. Changes in credit awarded may also impact the Map. When possible, contact the Program Director to alert them of a course change that may affect their map.

Yes (Program(s): _____)

No

This course will first be offered in: (e.g., Fall 2022)

Approved class size:

Provide a brief rationale (the “why”) for the proposed course or course revisions. Focus on checked areas on the first page.

How many sections will be offered?

Estimated # of students per year:

Subsequent to the first offering, this course will be offered in the following sessions: (check all that apply)

Fall Spring

Provide information about any government, legal, industrial, and professional requirements or vocational objectives, for which the course is designed.

Indicate if the course is being developed for a grant. If so, provide relevant details.

Grading Standards

- Describe how you will assess the work of students in this class. Please be specific when describing types of assessment tools. Please note that the total of all categories (assignments, exams, oral presentations, research papers, etc.) must be 100%. If appropriate, list the number and percentage value of each type of assignment. For example: 3 written quizzes @ 10% each = 30%.

1.	_____	_____ %
2.	_____	_____ %
3.	_____	_____ %
4.	_____	_____ %
5.	_____	_____ %
6.	_____	_____ %
7.	_____	_____ %
8.	_____	_____ %
9.	_____	_____ %

Instructional Objectives

These objectives should focus on the goals of the proposed course, that is, what the instructor expects to achieve. The instructional objectives must be part of the course outline distributed to students at the beginning of each session. Some examples of beginning phrases which may be used for an instructional objective follow:

- enable...
- introduce...
- provide the student with...
- reinforce...

List of instructional objectives:

- During this course, the instructor expects to:

Performance Objectives

These objectives describe, in behavioral terms, what the students should be able to do at the end of the course. Your performance objectives must be part of your course outline and should parallel, if possible, your instructional objectives. Some examples of beginning phrases which may be used for a performance objective follow:

- | | |
|---------------------------|-----------------|
| • analyze ... | • identify... |
| • compare and contrast... | • illustrate... |
| • compute... | • interpret... |
| • define ... | • locate... |
| • describe... | • prepare... |
| • draw... | • solve... |
| • explain... | • write.. |

List of performance objectives:

- At the conclusion of this course, students will be able to:

Instructional Objectives (cont.)

Performance Objectives (cont.)

Course Outline

Provide a weekly, topical outline that will be used to guide instructors in teaching this course. The weekly topical outline should delineate 12 weeks of instruction with a thirteenth week that is labeled "Final Exam." Even if a course is designed for a 6-week session only, the outline should still delineate 12 weeks of instruction and "Final Exam".

Use the following format:

- Week 01
 - Topic(s)/Subtopic(s):
 - Assessment/Assignment:

Course Outline (cont.)

Course Outline (cont.)

Course Outline (cont.)

Library / Facilities Articulation

Please give author, title, edition, publisher and date for each book; title and publisher for each periodical title. Provide ISBN or ISSN if easily accessible. For media items, include distributor. After each item, indicate the status as follows: in collection, or recommended for purchase.

OER/z-cost class

- Open educational resources (OERs) are teaching materials made available with an open license that allows anyone to edit, remix, and redistribute without seeking permission from the creator. Zero-cost (z-cost) means learning materials incur no cost for students, including e-book and textbooks available via library subscription databases; these materials may have copyright restrictions unlike OER.

This course employs open educational resources (OER) primarily.

This course employs zero cost (z-cost) resources primarily.

Textbook(s) (Specify STATUS at the end of each entry.)

1. Author(s): _____
Title: _____
Publisher: _____
Edition: _____ Date: _____
ISBN: _____ eBook ISBN: _____
Url or doi: _____
Status: In collection Recommend for purchase
Required: Required textbook Recommend textbook
OER: This is an OER or z-cost textbook
2. Author(s): _____
Title: _____
Publisher: _____
Edition: _____ Date: _____
ISBN: _____ eBook ISBN: _____
Url or doi: _____
Status: In collection Recommend for purchase
Required: Required textbook Recommend textbook
OER: This is an OER or z-cost textbook
3. Author(s): _____
Title: _____
Publisher: _____
Edition: _____ Date: _____
ISBN: _____ eBook ISBN: _____
Url or doi: _____
Status: In collection Recommend for purchase
Required: Required textbook Recommend textbook
OER: This is an OER or z-cost textbook

Subscription database, periodicals, and media items

- Note that the Library will not be able to subscribe to many new periodicals. However, the articles from more and more periodicals appear in the Library's electronic full-text databases.

1.	Database	Periodical	Media item
Name: _____			
Publisher: _____			
Note (e.g., Date, Year, ISBN, ISSN etc) : _____			
Status: In collection Recommend for purchase			
2.	Database	Periodical	Media item
Name: _____			
Publisher: _____			
Note (e.g., Date, Year, ISBN, ISSN etc) : _____			
Status: In collection Recommend for purchase			
3.	Database	Periodical	Media item
Name: _____			
Publisher: _____			
Note (e.g., Date, Year, ISBN, ISSN etc) : _____			
Status: In collection Recommend for purchase			
4.	Database	Periodical	Media item
Name: _____			
Publisher: _____			
Note (e.g., Date, Year, ISBN, ISSN etc) : _____			
Status: In collection Recommend for purchase			
5.	Database	Periodical	Media item
Name: _____			
Publisher: _____			
Note (e.g., Date, Year, ISBN, ISSN etc) : _____			
Status: In collection Recommend for purchase			
6.	Database	Periodical	Media item
Name: _____			
Publisher: _____			
Note (e.g., Date, Year, ISBN, ISSN etc) : _____			
Status: In collection Recommend for purchase			

Information Literacy: The proposer and the library faculty have collaborated on plans for the above listed (and other) resources to be used in activities designed to increase student information literacy.

Library Faculty's Signature: _____

Proposer's Initials: _____

Approval Page: For all items below, type in the faculty and department names and obtain signatures for all people listed.

Proposer(s)	
Proposer 1: _____	Department: _____
Proposer's signature: _____	Date: _____
Proposer 2: _____	Department: _____
Proposer's signature: _____	Date: _____
Proposer 3: _____	Department: _____
Proposer's signature: _____	Date: _____

First Department	
Chairperson of Dept. Curriculum Committee 1: _____	
Department 1: _____	
	Dept. Curriculum Chair's signature: _____
Dept. Chairperson 1: _____	
Department 1: _____	
	Dept. Chair's signature: _____

Second Department (if applicable)	
Chairperson of Dept. Curriculum Committee 2: _____	
Department 2: _____	
	Dept. Curriculum Chair's signature: _____
Dept. Chairperson 2: _____	
Department 2: _____	
	Dept. Chair's signature: _____

Chair of College Senate Curriculum Committee: _____

Date: _____

CSCC Chair's signature: _____