**Courses of Study**

**New Course Proposal Form**

(4/15/2022)

The Courses of Study (COS) Committee meets monthly and reviews proposals on a rolling basis. COS-approved proposal forms and supporting materials are distributed to the full GSE faculty one week prior to the GSE faculty meeting for consideration and a vote. Please refer to the COS Faculty Guidance Sheet for more information on COS form preparation. Completed COS forms should be emailed to the COS Committee chairperson.

**INSTRUCTIONS**

This form can be used to propose new courses. Provide a complete response to all of the fields below, indicating N/A (not applicable) when necessary. Type directly into the expandable boxes. Do not convert this document to a pdf file. Sections:

1. Basic Information, A-M
2. Course Rationale and Design, A-I
3. Diversity, Equity, Inclusion & Social Justice
4. Submission Checklist, 1-5
5. Approved Actions
6. **BASIC INFORMATION**
7. **Full Course Title** (80-character max with spaces) *Please take time to count characters/spaces*.

The title should reflect the connection to the GSE. For example, “education policy” and not “policy.”

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1. **Abbreviated Course Title** (20-character max with spaces) *Please take time to count characters/spaces*.

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1. **GSE Catalog Description (IMPORTANT: Consult “How to write a good catalog description.”)** Is there special information that needs to be included in the catalog? (e.g. a fieldwork component connected with this course; only open for admitted teacher education students).

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1. **Course Number**

Courses of Study handles courses with school codes 05 and 15. Code 16 is handled by the School of Graduate Studies. Include the school code, curriculum code, and course level.Example: 05:300:4xx.

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1. **Credits**

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1. **Scheduling** For example: once a week, twice a week, seven weeks, etc…

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1. **Prerequisites and/or Co-requisites N/A**

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1. **Anticipated Class Size**

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1. **Special information that needs to be included in the online schedule of courses. N/A**

For example: Special fees, special permission required, only open to students in a particular program, # hours of field experience required, etc.

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1. **This course is in collaboration with other units. N/A**

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| **UNITS:** | **DESCRIBE COLLABORATION:** |

1. **This course is a** (check all that apply)**:**

Graduate Degree Course

Undergraduate Course

Non-degree Graduate Course

State Licensure/Certification Course (e.g., principal, school counselor, teacher)

Rutgers Certificate Course

1. **Modes of Instructional Delivery (check all that apply):**

**Face-to-face**: On-site; synchronous; all students attend class in person.

**Hybrid**: On-site + online; students attend a mix of required in-person instruction and required online instruction that may be synchronous or asynchronous

**Converged learning**: On-site or online; Students can choose to attend class in-person or online using real-time synchronous web conferencing technology

**Online Asynchronous**: All instruction and activities conducted asynchronously. There are no required meeting times, but courses are structured with weekly assignments that students are expected to complete by assigned dates throughout the semester

**Online Synchronous:** Students attend class online at the scheduled time

**Online Mixed:** Students attend class online at the scheduled time supplemented by asynchronous instruction and/or activities

1. **Scheduling.** When (fall, spring, winter, summer), how often (annually/alternating years), and how many sections of this course will be offered?

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1. **COURSE RATIONALE AND DESIGN**
2. **Purpose.** Why is this course being developed and what unmet need will it address?

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1. **Audience.** Who is expected to enroll in this course?

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1. **Program.** Which program/s will this course be part of and will it be required or an elective?

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1. **Additional Audiences and/or Programs.** What additional degrees/programs/concentrations can use this course within and outside of the GSE?

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1. **Effects on other courses.** How might this course reduce/enhance enrollment in other courses?

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1. **Cross-program Conversations.** Which faculty have you consulted to ensure that there is no substantive redundancy/overlap with existing courses?

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1. **Marketing.** Include 3- 4 keywords that will make this course searchable for prospective students.

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1. **Administration.** Who will be responsible for coordinating and staffing this course?

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1. **Staffing.** Who will teach this course? (e.g. clinical faculty, TA, PTL, tenure-track faculty)

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# DIVERSITY, EQUITY, INCLUSION & SOCIAL JUSTICE

What actions have been taken to retain or enhance the GSE’s commitment to diversity, equity, inclusion, and social justice in the proposed new course?

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# SUBMISSION CHECKLIST

1. Attach a **complete** syllabus using departmental template. Include:

* learning objectives
* professional standards linked to the course (for licensure courses)
* session topics
* anticipated assigned readings by week/session
* anticipated assignments
* course grading procedures, including weighting of assignments toward course grade

1. Submit a program change proposal for any impacted programs (e.g. a new course proposal for the math masters program requires a math program change proposal). Be sure to consider all programs that will be changed by this course.
2. For courses that will be a requirement in a state licensure program, submit all necessary state paperwork. Consult the Associate Dean and Director of Teacher Education for guidance.
3. For all courses that will be offered online, hybrid, or converged, consult with the Office of Instructional Design <https://oid.rutgers.edu/diy-course-design-toolkit>.
4. If this course is being offered in conjunction with a non-Rutgers legacy unit, the implications should be discussed with the Office of Strategic Alliances and Online Programs (SAOP) and the Office of Administration and Personnel (OAP).
5. **APPROVED ACTIONS**

Typed signatures are sufficient for this COS form. Do not convert this form to a pdf file.

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| **DEPARTMENT OR SCHOOLWIDE**  **PROGRAM** | | |
| Change proposed by: | |  |
| Date approved: | |  |
| Signature of Chair or Director: | |  |
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| **COURSES OF STUDY** | |  |
| Date considered: | |  |
| Action: | |  |
| Signature of Chair: | |  |
| Date dept or program notified: | |  |
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| **FACULTY ACTION** | |  |
| Date circulated: | |  |
| Date considered: | |  |
| Action: | |  |

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