New Course Proposal

UPDATED 09.25.20

DIVISION: _____

COURSE DESIGNATOR: _____ PROPOSED COURSE #: _____

COURSE TITLE: _____ EFFECTIVE SEMESTER: _____

MaineStreet Effective Date (Registrar USE ONLY): _____

Requested Action: *Note*: **A complete syllabus is required for all new courses, including travel-study courses offered through Summer Session and for the addition of CORE requirement and/or travel-study to an existing course. Please be sure that all elements required for a syllabus at the University of Maine at Machias are present.**

1. NEW COURSE: *Check all that apply*

New Course		New Course/CORE (Complete Section 2)	
Travel Study Course		Experimental	
Service-Learning*		Internship	

(*Add SL: before the title of course. Refer to documentation on the criteria for Service-Learning in the current course catalog)

ENDORSEMENTS: *Please print and sign name*   **DATE**

_____ _____ _____

Division Chair

_____ _____ _____

Curriculum Committee Chair

_____ _____ _____

PREC

_____ _____ _____

Faculty Chair

_____ _____ _____

Vice President of Academic Affairs

** When determining the number of credit hours for your course please note the Definition of an Undergraduate Student Credit Hour as published in the Undergraduate Catalog:

Definition of an Undergraduate Student Credit Hour: The University of Maine and the University of Maine at Machias acknowledge and adhere to the federal definition of a credit hour with respect to courses offered face-to-face, in hybrid format, and online, as developed in 2010 and published in the *Code of Federal Regulations* (CFR), Title 34, Part 600.02:

[A] credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit [. . .] or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution[,] including laboratory work, internships, practica, studio work, and other academic work leading to the awarding of credit hours. Rev. September 2018

2. PROPOSED CATALOG DESCRIPTION:
Designator: _____
Number: _____
Title: _____
Prerequisites: _____
Credit Hours: _____
Does it meet Service-Learning?: _____
Description:

3. REASON FOR NEW COURSE (please include updated catalog changes when submitting course):

4. Can this course be repeated for credit?   Yes _____   No _____ *(If no, please skip the next two questions)*

5. If YES, total number of credits allowed: _____   If YES, total number of completions allowed: _____

6. Can students enroll multiple times in term?* Yes _____   No _____

7. Will this course be delivered using distance technology for over 50% of the class time?*

Yes ____   No ____

(* if you answered yes to either of these questions, you are strongly encouraged to consult with CITL as soon as possible: https://umaine.edu/citl/instructional-design-2/)

8. Will this course be a travel study course?*   Yes ____   No ____

9. CURRICULUM EDITS Please include relevant curriculum changes here along with any edits that will be necessary with the addition of this course **(attach an edited copy of the current catalog with proposed changes** or memorandum with proposed changes**)**:

> **____ YES, I have submitted curriculum changes documenting how this new course will add to/change the degree requirements for any relevant majors/minors.**

> **____ NO, this course will not be added to any lists of requirements, and therefore I have no submitted curriculum changes for it.**

10. COMPONENTS (type of course/used by Student Records for MaineStreet*):

Please check ONLY ONE box unless the proposed course will have multiple non-graded components

Applied Music		Recitation	
Clinical		Research	
Field Experience		Seminar	
Independent Study		Studio	
Laboratory		Thesis	
Lecture		Travel Study	

11. When will this course typically be offered *(please check all that apply)***:**

Fall		Summer	
Spring		Alternating	

THIS SECTION (12 – 14) MUST BE COMPLETED FOR CORE REQUIREMENT APPROVALS:

12. CHECK ALL AREAS FOR WHICH A COURSE IS PROPOSED (the max. number of CORE per course is 2):

Artistic & Creative Expressions	
Cultural Diversity & International Perspectives	
Ethics	
Personal Wellness	
Population & the Environment	
Program Capstone Experience	
Quantitative Literacy	
Service-Learning Experience	
Scientific Inquiry	
Social Context & Institutions	
Western Cultural Tradition	
Writing Competency	
Writing Intensive Course in Major	

13. Please explain how Student Learning Outcomes for the course as presented in the course syllabus align with the Student Learning Outcomes for the proposed CORE requirement category (with examples):

14. Please provide the rationale for assigning a CORE requirement to this course:

THIS SECTION (15 - 18) ARE OPTIONAL:

15. TEXT(S) PLANNED FOR USE (if more room is needed please attach a separate page):

16. COURSE INSTRUCTOR (include name, position and teaching load):

17. Are additional resources required for this course?:

    Yes. _____ Please list additional resources required and note how they will be funded or supported.

    No. _____ The department will not request additional resources for this course, now or in the future, unless the request is accompanied by an explanation of how the increased funding or other support is to be provided.

18. Will offering this course result in overload salary payments either to the instructor of this course or to anyone else as a result of rearranging teaching assignments? If yes, please explain:

19. Does the content of this course overlap significantly with other University courses? If so, list the course, explain the overlap, and justify the need for the proposed course.

20. What other divisions/programs are affected? Have affected divisions/programs been consulted? Have any concerns been expressed? Please explain: