



NEW COURSE PROPOSAL FORM

Note: This document should be filled in digitally and submitted via email

Department:

Instructor:

Official Course Title (appears in print bulletin):

Abbreviated Course Title (must limit to 30 characters):

Proposed Course Number (if any):

1. How many credits are offered for this class?(Please consult the Course Numbering and Semester Hours guide on the Registration and Records web page)

- 1.5 credits 3 credits 6 credits 9 credits Other

2. What level is this class?

- 1000 2000 3000 4000 5000 Grad Only 6000 Grad Only

3. What type of credit will be issued?

- Studio Art History Liberal Arts \*

\* 3.1) If proposing Liberal Arts please indicate the area

- English Humanity Natural Science Social Science Foreign Language

4. What type of class is this? (Check One)

- Studio Seminar Lecture Studio Symposia Technical Lab Other

5. Standard Cap size?

(Please consult the table at the bottom of Page 2 of this form for standard capacities by class type. Your course will be capped at the level that is standard for that type of course) Yes No\*

\* 5.1) Non-standard Cap Size and Rationale

Requested Cap Size: \_\_\_\_\_

(Please explain. Any cap set below the standard for that type of course must be based on unique curricular factors or space requirements.)

Cap Size Rationale:

6. Is this class part of the Academic Spine\*?

- No Yes SOPHSEM 2900 Yes PROFPRAC 3900 Yes CAPSTONE 4900

\* All academic spine courses must be approved by the Department and the Undergraduate Division. All new spine faculty require a 90-minute faculty orientation and training session.

7. Which year and semester will this class be offered? (For summer classes please indicate which session.)

- Year \_\_\_\_\_ Fall Winter Spring Summer (3W1, 3W2, 3W3, 3W4, 6W1, 6W2):

8. Is this a completely new course or an adaptation of an existing course? If an Adaptation, please explain. New Course Adaptation

9. Will this course require any off-campus travel? (If 'No', leave blank) Overnight trip\*\* Day-trip in Chicago Day-trip outside of Chicago

\*\*9.1) If this is an "Overnight trip" please describe all off-campus activities included (Please list destinations, dates, and attach a sample itinerary):

10. Do you want this course considered for off-campus credit? Yes No (If yes, please explain rationale in 2-3 sentences.)

11.a) Are there prerequisites?  Yes  No  
(If yes, list by department and course number.)

b) Are there co-requisites?  Yes  No  
(If yes, list by department and course number.)

c) Should this class be cross-listed?  Yes  No  
(If yes, please explain pedagogical reasons. Note that cross-listed courses must be credit-bearing.)

12. 75-Word Course Description (List course goals, content covered, and refer to the type of required projects.)

13. If appropriate, does this course address issues of cultural competency for a diverse student body? How so?

14. Does the course align with one or more SAIC interdisciplinary areas of study? Check a maximum of 3 areas.

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Art/Design Nexus           | <input type="checkbox"/> Comics and the Graphic Novel      | <input type="checkbox"/> Narrative                | <input type="checkbox"/> Study Abroad/Off-Campus |
| <input type="checkbox"/> Art and Science            | <input type="checkbox"/> Digital Fabrication               | <input type="checkbox"/> Politics and Activisms   | <input type="checkbox"/> Sustainability          |
| <input type="checkbox"/> Body, Gender, Sexuality    | <input type="checkbox"/> DIY                               | <input type="checkbox"/> Professional Practice    |  |
| <input type="checkbox"/> Books and Publishing       | <input type="checkbox"/> Exhibition and Curatorial Studies | <input type="checkbox"/> Public Space             |  |
| <input type="checkbox"/> Class, Race, and Ethnicity | <input type="checkbox"/> Global Studies                    | <input type="checkbox"/> Site and Landscape       |  |
| <input type="checkbox"/> Collaboration              | <input type="checkbox"/> Interaction and Participation     | <input type="checkbox"/> Social Media and the Web |  |

15. What departmental learning goals does this course address and how?

16. Other concerns or requests? e.g. team-taught, curriculum duplication, grad/undergrad overlap (send details in email when submitting your proposal)

Department Chair Signature  
(can be attached as an approval email)

X

\_\_\_\_\_  
Sign Name (If completing digitally, by entering your name here, you affix your signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Leave blank if completing digitally)

## SUBMISSION DEADLINE FOR 2018-2019 PROPOSALS: NOVEMBER 1, 2017

**NOTE: Due to requirements of the annual scheduling process, proposals submitted to the Registrar after the deadline cannot be approved for 2018-2019.** Submitted proposals are regularly reviewed by the New Course Proposal Committee, which may offer feedback or request clarification on aspects of a proposal before making a determination.

### Standard Course Capacity (Cap) Sizes

Course Type	Standard Cap Size
• Studio ('Making' and Seminar)	15-16
• Studio (Team-Taught)	18-25
• First-Year Seminar, Language	15
• Social Science, Humanities	22
• Natural Science	17
• Survey-level Art History	50-100
• Art History Lecture	27

If you are proposing a new section topic of an existing type of course, such as Research Studio, Topics in Photography, etc., your course will automatically receive that course cap. Please consult with your department Chair and/or the Dean's Office if you have questions about course cap levels and setting the appropriate size for your proposed course.