

# NEW COURSE PROPOSAL

(rev 5-2017)

Please fill out all fields. Attach the following items when submitting the course proposal form to the CEP for approval:

1. Course syllabus (including learning objectives, assignments and grading criteria, and list of required readings)
2. Letter of support from department chair stating how course will fit into the department's overall curriculum

New Course Information Term to be taught: \_\_\_\_\_ Projected Enrollment: \_\_\_\_\_

Do you have a preferred course number for this new course? (e.g. 200-level, 500-level, specific number) \_\_\_\_\_

Course Title: \_\_\_\_\_

Primary Department: \_\_\_\_\_ Other Department(s): \_\_\_\_\_

Course Category (Pick one):

- Category 1:** a **school-wide core requirement** for masters or doctoral programs  
For which school-wide program(s) would this be a required core course: \_\_\_\_\_
- Category 2:** a **required course** for students in one or more degree programs  
For which degree program(s) would this course be a requirement: \_\_\_\_\_
- Category 3:** an **essential course** that is an option for fulfilling a requirement for one or more degree programs  
For which degree students would this course fulfill a program requirement: \_\_\_\_\_  
What other courses fulfill this degree requirement? \_\_\_\_\_
- Category 4:** an **elective course** (i.e., this course would not fulfill a requirement for any degree program)

Course Description (as it should appear in the *Course Descriptions Bulletin*):

Course Learning Objectives:

Instructor(s) [to be listed in the following order in published course descriptions]

If the primary instructor has a pending Harvard faculty appointment, attach the instructor's CV including any teaching experiences and teaching evaluations.

- a. Primary (grading) Instructor: \_\_\_\_\_  
The Primary (or grading) instructor organizes the course, generally does most of the teaching, and is responsible for grading.
- b. Course Sponsor: \_\_\_\_\_  
If the primary instructor does not hold a Harvard faculty appointment, a faculty member must be designated who accepts responsibility for general oversight of the course.  
What involvement will the course sponsor have in the course? \_\_\_\_\_
- c. Co-instructors: \_\_\_\_\_  
Co-instructors hold responsibility for aspects of the course; do not list guest lecturers.

Has the primary instructor taught before at Harvard Chan?  Yes  No  
If yes, what courses and when? \_\_\_\_\_

Have the primary instructor and/or other instructors taught this course before?  Yes  No  
If so, where and when? \_\_\_\_\_

Is this course similar to any other courses offered at Harvard Chan?  Yes  No

If yes, what courses? \_\_\_\_\_

**Teaching Methods to be Used (choose one):**  Discussion  Case Study  Lecture  Digital Learning  Other: \_\_\_\_\_

(Registrar's office will confirm the final list of Teaching Methods. Only one teaching method, per course, can be chosen.)

Evaluation of student performance will be based on the following criteria: \_\_\_\_\_

If class participation is a grading criterion, how will participation be assessed: \_\_\_\_\_

**Course Format**

**Number of Class Sessions per Week:** \_\_\_\_\_ **Length of Each Class Session:** \_\_\_\_\_ **Credits:** \_\_\_\_\_

**Grading Options :**  Letter  Pass/Fail  Audit

**Will this course have limited enrollment?**  Yes  No

If yes, how will enrollment be limited? \_\_\_\_\_

Course Prerequisites (List specific course codes): \_\_\_\_\_

**Is this course substantially equivalent to any other courses offered at Harvard Chan?** (i.e. students may not earn credit for both courses)

Yes  No

If so, which courses? \_\_\_\_\_

Course Notes: \_\_\_\_\_

**Course Scheduling Information**

Preferred meeting times: Day(s) of the week: \_\_\_\_\_ Time Block: \_\_\_\_\_

Is this course taught alternate years?  Yes  No

Does this course have a **lab**?  Yes  No

If yes, is this lab required?  Yes  No

Preferred lab meeting times: Day(s) of the week: \_\_\_\_\_ Time Block: \_\_\_\_\_

Is this course open to cross-registration?  Yes  No

**Is this course cross-listed at another Harvard graduate school?**  Yes  No

If **yes**, at which graduate school? \_\_\_\_\_ Under what course code? \_\_\_\_\_

\_\_\_\_\_  
Department Course Liaison's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grading Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Dept. Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Dept. Chair's Signature

\_\_\_\_\_  
Date